

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

October 10, 2023

Refer to page 3 for Virtual Meeting Information

REGULAR MEETING
5:30 P.M.
AGENDA

1. Call to Order
2. Remote Location Identification (for remote attendance when permitted by statute)

WORK SESSION ITEMS

3. Public Comment
4. Updates & Business
 - a. Atlantic Avenue Extension Project
 - b. Discussion of ARPA Funds
5. Discussion on 2024 Budget (Continued)

BREAK (Time Permitting) – 7:05 P.M.

REGULAR SESSION ITEMS – 7:15 P.M.

6. Pledge of Allegiance
7. Township Mission/Vision/Core Values
8. Public Comment on Non-Regular Session Items
9. Consent Agenda
 - a. Minutes of Regular Meeting September 26, 2023
 - b. Receipts and Disbursements
 - c. Second Reading: Solar Energy Systems Ordinance
 - d. Second Reading: Height Standards for Single-Family & Two-Family Dwellings: Sections 2.20 Definitions, 42.30 Development Standards and 50.30 Residential Dwelling Standards
 - e. State of Michigan 2023 Assessment Report Substantially Compliant
10. Presentation by Oshtemo Fire Department Regarding Fire SAD No. 2
11. Consideration of Resignation of Trustee Bradford
12. Consideration to Adopt Resolution Establishing Oshtemo Charter Township's Building Department
13. Request to Enter into Closed Session to Discuss Written Opinion of Counsel Re: Adoption of Resolution to Establish Fire and Safety Protection Special Assessment District No. 2, and Request to Enter into Closed Session to Discuss Purchase of Real Estate
14. Public Hearing: To Consider Adoption of the Resolution to Establish Fire and Safety Protection Special Assessment District No. 2
15. Consideration of 2024 Annual Budget Public Hearing, November 14, 2023
16. Consideration of Early Voting County Agreement
17. Discussion of Open Trustee Position
18. Public Comment
19. Board Member Comments and Committee Updates
20. 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), 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, email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to oshtemo@oshtemo.org and it will be directed to the appropriate person.

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

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

Zoom Instructions for Participants

Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to join.zoom.us on any browser and entering this **Meeting ID: 886 2537 5277**

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

To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **886 2537 5277#**

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



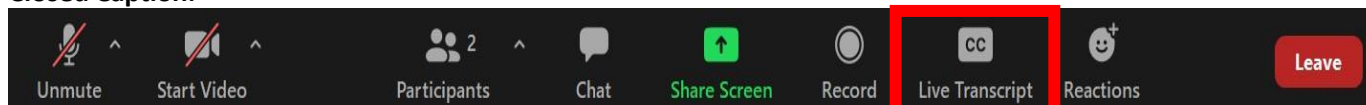
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

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

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

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

Closed Caption:



Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

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

Mission:

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

Vision:

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

Core Values:

PUBLIC SERVICE

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

SUSTAINABILITY

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

INNOVATION

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

PROFESSIONALISM

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

INTEGRITY

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

FISCAL STEWARDSHIP

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

Oshtemo Charter Township Detailed Budget as of 10/9/2023

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
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GENERAL FUNDS ESTIMATED REVENUE

101-000-40000	Carryover			1,681,053		1,700,813
101-000-40200	Current Real Property Tax	841,462	881,988	1,424,959	1,417,020	1,493,967
101-000-43200	Payments in Lieu of Taxes	13,350		7,000	3,486	3,500
101-000-44400	Other Tax Related Revenue	38,033	1,250	2,000	240	250
101-000-44600	Penalties/Interest Taxes					
101-000-44700	Property Tax Admin Fee	408,502	425,535	461,681	445,078	473,560
101-000-45300	Manufactured Home Comm Fees	6,640	5,329	5,000	4,030	6,500
101-000-45400	Hawkers/Peddlers	80	50	100		100
101-000-47700	Cable Fees	160,243	160,776	160,000	117,305	145,000
101-000-50300	Federal Grant					
101-000-56800	Other Grants		60,000		30,000	
101-000-57200	SRS-Right of Way	16,621	16,940	18,000		
101-000-57400	SRS-Sales Tax Statutory	77,510	80,625	86,104	55,316	86,301
101-000-57401	SRS-Sales Tax Constitutional	2,232,130	2,861,678	2,449,664	1,633,101	2,601,069
101-000-60300	FOIA/Copies/Subpeona Payment	622	788	650	417	650
101-000-60900	SMBA Legal Billing					
101-000-61400	Planning Escrow			12,000		
101-000-61500	Planning Fees	36,705	61,432	75,000	21,157	35,000
101-000-61800	Sidewalk Permit/Inspection	1,395	2,940	1,500	540	750
101-000-62600	Metal Recycling Revenue	4,398	4,455	3,000	3,742	4,400
101-000-63000	Electric Vehicle Charging Station		83	100	155	200
101-000-63400	Grave Openings	21,050	12,820	35,000	25,420	20,000
101-000-64300	Sales of Lots	22,750	14,396	10,000	15,500	10,000
101-000-64500	Monument Installations	9,420	8,976	12,500	8,714	7,500
101-000-66500	Interest Earned	3,872	28,694	3,000	89,941	80,000
101-000-67300	Sales-Fixed Assets					
101-000-67600	Election Reimbursement	41,353	20,563		16,663	50,000
101-000-67601	Reimburse Revenue	3,204	(520)		16,647	20,000
101-000-67700	Miscellaneous Revenue	12,622	2,314		571	

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
101-000-68100	SMBA Facility Fee	21,000	22,000	22,000	22,000	
101-000-68700	Insurance Reimbursement					
101-000-69600	Debt Proceeds					
101-000-71600	Health & Life Insurance					
101-000-90000	Cell Phone		(400)		(150)	
101-101-70200	Salaries	24,930	30,658	35,000	19,009	35,000
101-101-71500	Payroll Taxes - FICA	1,907	2,196	2,800	1,480	2,800
	<i>Trustee FICA</i>					2,800
101-171-70200	Salaries	205,097	157,539	172,018	144,705	338,613
101-171-71500	Payroll Taxes - FICA	14,896	11,396	13,154	9,992	25,904
101-171-72200	Pension Plan	21,347	24,752	13,783	11,292	27,089
101-171-82600	HR Legal Fees				400	1,000
101-215-70200	Salaries	116,811	121,101	166,813	119,334	173,722
101-215-71500	Payroll Taxes - FICA	8,391	8,738	12,761	8,166	13,233
101-215-72200	Pension Plan	8,220	12,495	13,345	5,258	13,838
101-223-82500	Accounting & Audit Fees	61,576	68,999	83,000	39,085	83,000
101-228-70200	Salaries/Clerical	53,661	59,169	48,957	46,915	64,890
101-228-71500	Payroll Taxes - FICA	4,682	4,615	3,745	3,313	4,965
101-228-72200	Pension Plan	2,697	3,918	3,917	3,753	5,192
101-228-72800	Supplies	1,477	3,669	5,000	2,665	6,000
	<i>Cables, Keyboards, Mice Devices, Monitors, Scanners, Docks, WFH Support</i>					6,000
101-228-80500	Computer Support	152,450	120,509	161,500	111,164	149,650
	<i>BS&A Annual Support</i>					22,000
	<i>Encode Ordinance Hosting</i>					5,000
	<i>Apex Software</i>					2,000
	<i>Aunalytics Cloud Services (50% General; 35% Fire; 15% Building)</i>					49,000
	<i>GIS Licensing (3 Concurrent Seats)</i>					4,300
	<i>Laserfiche Annual Maintenance</i>					12,000
	<i>Fiber Optic (EPL) Transport service, Internet, and Phones</i>					18,000

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	<i>Printer Services (Central and Desktop)</i>					16,000
	<i>Telnet Hosted Phone Services</i>					14,400
	<i>Technology Equipment Recycling</i>					500
	<i>Adobe Licensing and Support (20 Concurrent Users)</i>					6,000
	<i>Zoom Accounts (2)</i>					350
	<i>Elementor Page Builder - Digital Bulletin Board</i>					100
	<i>GL # FOOTNOTE TOTAL:</i>					149,650
101-228-90000	Cell Phone	651	2,261	4,200	2,280	7,200
	<i>Treasurer, Site Inspector, Portable WiFi Router, Assessing iPad, Community Center, Drake Farm, Carrage B</i>					5,000
	<i>Cell Phone Reimbursement (7)</i>					2,200
	<i>GL # FOOTNOTE TOTAL:</i>					7,200
101-228-96200	Miscellaneous	2,358				
101-228-97000	Capital Outlay	29,076	67,310	117,000	64,763	37,000
	<i>Computer Replacements</i>					10,000
	<i>New Hire Computers</i>					10,000
	<i>WebSite Upgrade (Year 3 of 5)</i>					17,000
	<i>GL # FOOTNOTE TOTAL:</i>					37,000
101-249-70200	Salaries	97,272	106,589	118,829	94,634	136,108
101-249-70300	HARC					1,000
101-249-71500	Payroll Taxes - FICA	7,284	7,247	9,090	6,254	10,520
101-249-72200	Pension Plan	5,887	9,629	9,391	6,206	10,844
101-249-72800	Supplies	2,294	10,227	11,000	8,377	12,500
	<i>Additional cash register and components</i>					1,500
	<i>General office supplies</i>					11,000
	<i>GL # FOOTNOTE TOTAL:</i>					12,500
101-249-72900	Petty Cash					550
	<i>300 to fund additional cash drawer</i>					300
	<i>Regular Petty Cash</i>					250
	<i>GL # FOOTNOTE TOTAL:</i>					550

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101-249-73000	Postage	11,393	20,244	30,000	8,783	25,000
101-249-74000	Financial Fees			350		1,000
101-249-75100	Vehicle Maintenance	285		1,500		
101-249-76100	Public Education	23,285	13,707	79,000	8,195	30,000
	<i>Newsletter, etc</i>					30,000
101-249-85300	Telephone	5,319				
101-249-86800	Fuel, Oil & Grease	823	1,406	1,500	687	1,500
101-249-87000	Mileage	288	351	500	174	100
101-249-87200	New Hire Expenses	9,789	11,069	13,500	10,322	10,000
	<i>Advertising</i>					5,000
	<i>Pre-Employment Screening</i>					5,000
	<i>GL # FOOTNOTE TOTAL:</i>					10,000
101-249-90300	Legal Notices	15,554	8,769	26,000	22,856	25,000
101-249-93300	Equipment Maintenance	10,249	4,622			
101-249-95600	Household Hazard Waste	17,012	19,722	30,000	20,502	23,000
101-249-95800	Education/Dues	22,582	12,199	25,000	13,146	30,000
101-249-95810	Employee Recognition	17	20	500	198	300
	<i>7 Anniversary Recognitions</i>					300
101-249-95900	Trash Collection	51,440	45,810	57,100	35,610	58,800
	<i>Trash Services Dump Day</i>					55,000
	<i>Contracted Attendant</i>					1,200
	<i>Shred Day</i>					1,600
	<i>Office Shredding Service</i>					1,000
	<i>GL # FOOTNOTE TOTAL:</i>					58,800
101-249-96100	BOR/MTT Refunds	11,394	41,518		379	
101-249-96200	Miscellaneous	12,225	3,265			
101-249-96300	Contracted Services	53,224	3,001	70,000	7,176	138,000
	<i>Position Audit</i>					60,000
	<i>Compensation Review</i>					60,000

Oshtemo Charter Township Detailed Budget as of 10/9/2023

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	<i>New HRM System</i>					18,000
	<i>GL # FOOTNOTE TOTAL:</i>					138,000
101-250-70200	Salaries	228,518	214,974	234,351	172,091	241,500
101-250-71500	Payroll Taxes - FICA	15,478	14,832	16,323	11,979	16,820
101-250-72200	Pension Plan	20,040	27,259	18,748	13,669	19,320
101-250-72800	Supplies	518		500	326	
101-250-87000	Mileage		204	500	100	250
101-250-95500	Law Library/Archives	11,056	11,914	12,000	10,479	13,000
101-250-95800	Education/Dues	958	2,080	2,300	355	
101-250-96300	Contracted Legal Counsel			95,000	69,632	60,000
101-250-97000	Capital Outlay	160		600		
	<i>Capital Outlay</i>					
101-253-70200	Salaries	99,275	100,782	123,985	82,328	126,085
101-253-71500	Payroll Taxes - FICA	7,056	7,290	9,485	5,794	9,596
101-253-72200	Pension Plan	9,365	8,018	9,919	10,576	10,035
101-253-73000	Postage	5,817				
101-257-70200	Salaries	120,721	134,895	148,115	109,080	156,164
101-257-70300	Board of Review Salaries	2,535	2,145	3,000	2,920	3,500
101-257-71500	Payroll Taxes - FICA	9,150	10,257	11,331	7,780	11,947
101-257-72200	Pension Plan	10,550	15,698	11,849	8,727	12,494
101-257-72800	Supplies	237	138	1,000	451	500
101-257-73000	Postage	6,950				
101-257-82000	Engineering Fees	18,041	16,782	20,000	9,413	20,000
101-257-82600	Legal Fees - internal	18,860	6,160	36,000	3,140	20,000
101-257-87000	Mileage			800		
101-257-90300	Legal Notices	(613)		1,200	790	1,200
101-257-95800	Education/Dues	345	3,941	5,000	3,432	5,000
101-257-96300	Contracted/Clerical	118,286	36,840	70,000	26,850	70,000
101-257-97000	Capital Outlay-Equipment	5,276	6,966	11,000	3,786	16,000

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	<i>BS&A Programming Services</i>					6,000
	<i>Pivot Point Software/Assessing Mobile Technology</i>					2,500
	<i>Upgraded Sketch/Change Detection Eagleview</i>					2,500
	<i>APEX Land Sketching</i>					5,000
	<i>GL # FOOTNOTE TOTAL:</i>					16,000
101-262-71500	Payroll Taxes - FICA					
101-262-72800	Supplies	7,236	26,693	20,000	6,958	45,000
	<i>ID cards, master cards</i>					15,000
	<i>Envelopes and supplies</i>					30,000
	<i>GL # FOOTNOTE TOTAL:</i>					45,000
101-262-73000	Postage	6,645	28,160	24,000	19,401	74,000
	<i>ID Cards</i>					14,000
	<i>Ballots and applications</i>					60,000
	<i>GL # FOOTNOTE TOTAL:</i>					74,000
101-262-80800	Precinct Workers	20,220	44,746	32,700	13,581	87,000
	<i>Election inspectors x4 elections</i>					68,000
	<i>Election chairs x4 elections</i>					17,000
	<i>Receiving Boards</i>					2,000
	<i>GL # FOOTNOTE TOTAL:</i>					87,000
101-262-82670	Facility Rental Fees	500	500			2,000
	<i>2 facilities x4 elections</i>					2,000
101-262-90300	Noticing and Programming		2,149	8,000	5,909	16,000
	<i>Tabulators and Noticing w/County</i>					16,000
101-262-93200	County Early Voting Agreement					40,000
101-262-97000	Capital Outlay-Equipment			45,000	37,731	3,000
	<i>Replacement Laptops</i>					3,000
101-266-82600	Legal Fees	52,923	72,462			
101-267-71500	PAYROLL TAXES - FICA	100	478	1,000	372	1,000
	<i>In Lieu of Health Ins Benefit FICA</i>					1,000

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101-267-71600	Health & Life Insurance	258,508	244,090	302,180	210,155	297,000
	<i>HRA, FSA, & HSA Admin Fees</i>					2,500
	<i>Long Term Care</i>					4,500
	<i>Medical Insurance</i>					220,000
	<i>Dental & Vision Insurance</i>					15,000
	<i>STD/LTD</i>					9,000
	<i>Life Insurance</i>					4,000
	<i>Medical Opt Out Credit</i>					12,000
	<i>HRA Reimbursement</i>					15,000
	<i>HSA Funding</i>					15,000
	<i>GL # FOOTNOTE TOTAL:</i>					297,000
101-267-72400	OPEB Reimbursement					
101-267-72500	Retiree Health Care	83,566	155,700	90,000	94,818	115,200
	<i>29 x \$3600</i>					104,400
	<i>1 x \$4500 (retiree health)</i>					4,500
	<i>GL # FOOTNOTE TOTAL:</i>					108,900
101-267-91100	Worker's Compensation	9,612	7,837	12,000	12,000	14,000
101-267-91200	General Insurance	394	(2,921)	57,700	41,193	62,000
101-441-70200	Salaries	79,501	83,364	45,501	51,311	122,562
101-441-70400	In Lieu Of Insurance					
101-441-71500	Payroll Taxes - FICA	5,626	6,198	5,776	3,572	9,376
101-441-72200	Pension Plan	9,856	15,595	6,040	3,843	9,805
101-441-72800	Supplies		211	500	110	500
	<i>Hard hats, safety vests, etc.</i>					500
101-441-73000	Postage	1,550				
101-441-80800	Consultant			30,000		
	<i>PWs Records Digitization</i>					
101-441-82000	Engineering Fees	9,128	71,610	79,500	15,647	30,000
	<i>General Civil Engineering</i>					10,000

Oshtemo Charter Township Detailed Budget as of 10/9/2023

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
	<i>GIS Services</i>					10,000
	<i>GO! Green Plan Non-Motorized Facility Concept Design</i>					10,000
	<i>Non-Motorized Asset Management Plan</i>					
	GL # FOOTNOTE TOTAL:					30,000
101-441-82600	Legal Fees - internal	6,720	7,395	15,000	5,850	20,000
101-441-87000	Mileage	1,199	1,340	1,000		500
101-441-95200.RDMAIN	Road Project Costs	277,589				
101-441-95300	Storm Sewer Costs	150	1,717			2,500
101-441-95800	EDUCATION/DUES	424	2,482	2,000	304	
101-441-97600	Capital Outlay	10,083	25,315	50,000	9,513	250,000
	<i>Non-Motorized Repair & Maintenance (Major Streets)</i>					200,000
	<i>Non-Motorized Repair & Maintenance (Local Street)</i>					50,000
	GL # FOOTNOTE TOTAL:					250,000
101-441-97600.NMDRDR	Non-Motorized Drake Rd	500		96,500	28,318	375,000
	<i>Engineering Design & Survey</i>					25,000
	<i>ROW & Easements</i>					50,000
	<i>Railroad Coordination (T&M)</i>					10,000
	<i>Construction Engineering</i>					40,000
	<i>Construction (TAP grant 60%/Twp Match 40%)</i>					250,000
	GL # FOOTNOTE TOTAL:					375,000
101-441-97600.NMDRSA	Non Motorized Drake Safety Grant	13,174	8,150		400	
101-441-97600.NMDRTA	South Drake Phase 2 Transportation Alt.	111,829	1,000	40,000	22,195	
101-441-97600.NMKLAV	Non Motorized Facility KL Ave	22,648	80,483	303,100	199,825	208,000
	<i>Phase 1 OCBA Construction</i>					3,000
	<i>Phase 1 Wightman Construction</i>					10,000
	<i>Phase 1 Easement Acquisition</i>					
	<i>Phase 1 Construction (TAP Grant 80%/Township match 20%)</i>					10,000
	<i>Phase 2 OCBA Design</i>					30,000
	<i>Phase 2 Wightman Design</i>					50,000

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
	<i>Phase 2 Easement Acquisition</i>					90,000
	<i>Phase 2 ROW Agent Services</i>					15,000
	<i>Landscaping per easement agreement (reimbursed by owner)</i>					
	<i>GL # FOOTNOTE TOTAL:</i>					208,000
101-441-97600.NMPRKV	Vienna to 131 Bridge		48,384	430,000	381,861	305,000
	<i>Design & Permitting</i>					80,000
	<i>Construction Engineering</i>					25,000
	<i>Construction</i>					200,000
	<i>GL # FOOTNOTE TOTAL:</i>					305,000
101-441-97600.NMS9TH	Stadium to Quail Run West			191,000	88,996	445,000
	<i>Engineering</i>					
	<i>Easements</i>					
	<i>Construction Engineering</i>					70,000
	<i>Construction (TAP Grant \$543k)</i>					375,000
	<i>GL # FOOTNOTE TOTAL:</i>					445,000
101-441-97600.NMSTDM	Non motorized Stadium	45,434	3,263			
101-441-97600.PLATSW	Capital Outlay / Bldg Adds			175,000	2,763	
101-441-97600.SWGMDR	Sidewalk, Green Meadow	169,207	3,296			
101-441-97600.SWMHDR	Sidewalk, Maple Hill and Croyden	181,410	4,517			
101-441-97600.WHTGNM	Whitegate NM Connector			134,500	35,110	
101-506-97600.NMDRHA	Drake/H Ave Nonmotorized			12,000		140,000
	<i>Construction Costs NM w/ RCKC roundabout</i>					20,000
	<i>Survey, Design, Easements Drake Rd to 1,300' west (south side)</i>					50,000
	<i>Construction 8' HMA path Drake Rd to 1,300' west (south side)</i>					70,000
	<i>GL # FOOTNOTE TOTAL:</i>					140,000
101-567-72800	Supplies			1,500	65	1,500
101-567-75100	Vehicle Maintenance	90	150	3,000		3,000
101-567-75300	Grounds Maint Equipment	419	759	2,500	178	2,500
101-567-75700	Tools & Supplies	75	133	1,500	13	1,500

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
101-567-76000	Facility Supplies	4,351	2,102	4,300	1,609	4,000
101-567-76600	Expendable Supplies	1,205	1,347	3,500	1,124	3,500
101-567-86800	Fuel, Oil & Grease	496	985	1,200	566	1,200
101-567-92000	Water/Sewer	1,277	1,865	2,550	1,340	3,500
101-567-92100	Electric	18,031	19,392	29,100	15,827	29,100
101-567-92300	Heat	3,265	4,824	6,100	4,011	6,100
101-567-92700	Electric Vehicle Charging Station			500		500
101-567-93100	Maintenance Services	15,640	22,604	31,700	17,527	31,700
	<i>Reoccurring Expenses and Systems Repairs</i>					31,700
101-567-96300	Contracted Grave Openings/Foundations	42,119	35,968	58,000	41,688	40,000
101-567-97400	Capital Outlay	20,434	65,798	569,500	40,590	668,800
	<i>Maintenance Facility</i>					350,000
	<i>Asphalt Maintenance</i>					10,000
	<i>Cemetery Grounds Maintenance</i>					20,000
	<i>Office Carpet (lobby, main office, hallways)</i>					60,000
	<i>Meeting Room Roof Replacement - 40 year replacement membrane</i>					140,000
	<i>Cenotaph for West Cemetery green burial</i>					9,000
	<i>XMark Zero Turn Mower (20%)</i>					3,000
	<i>Dry Valve Fire Suppression System</i>					10,000
	<i>Shatter Proof Window Coating (Front Entrance)</i>					8,500
	<i>Public Bathroom Upgrades</i>					7,500
	<i>Chipper Shredder (20%)</i>					800
	<i>Genessee Prairie Cemetery Expansion</i>					50,000
	GL # FOOTNOTE TOTAL:					668,800
101-701-70200	Salary	130,829	139,392	235,629	132,267	222,557
101-701-70300	SALARY-PC/ZBA	7,425	10,595	15,000	7,080	15,000
101-701-71500	Payroll Taxes - FICA	10,582	11,139	18,026	10,049	17,026
101-701-72200	Pension Plan	10,935	13,193	18,850	10,407	17,805
101-701-72800	Supplies	24	24	500	439	500

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
101-701-80100	GIS Services	5,190	4,421	14,000	5,041	15,000
101-701-80800	Consultants	9,556	69,589	210,000	32,643	205,000
	<i>(ARPA) Master Plan Work (Long Range Transportation, Zoning Updates, Parks, Market Study, Re-Organization)</i>					100,000
	<i>Recorder of Minutes</i>					10,000
	<i>General Planning Project Consultant(Planning Fees)</i>					20,000
	<i>Ordinance Amendments</i>					40,000
	<i>(ARPA) Digitization and Organization of Project Files</i>					30,000
	<i>Site Inspection Contract</i>					5,000
	GL # FOOTNOTE TOTAL:					205,000
101-701-82000	Engineering Fees	2,178	385	3,000	1,336	3,000
101-701-82600	Legal Fees - internal	28,050	13,320	30,000	8,130	30,000
101-701-87000	Mileage			300		300
101-701-90300	Legal Notices	10,865	4,966	15,000	9,810	15,000
101-701-95800	Education/Dues	1,796	2,225	5,300	2,034	5,300
101-751-66700	Drake Carriage Barn	1,575	450			
101-931-69920	TRANSFER ARPA			639,500		
101-966-99501	Transfer to Other Funds					
101-966-99502	Transfer to Parks Fund	250,000	250,000	250,000	250,000	250,000
101-966-99504	Transfer to Revolving					
101-966-99505	Transfer to Sewer	250,000		1,450,000	1,450,000	150,000
	<i>Annual GF Sewer Contribution</i>					150,000
101-966-99506	Transfer to Street Lighting					
101-966-99525	Transfer to Cemetery		10,000	5,000	5,000	5,000
NET OF REVENUES/APPROPRIATIONS - FUND 101		(12,449)	1,404,677	(269,000)	(804,088)	
BEGINNING FUND BALANCE		3,042,928	3,134,390	4,610,111	4,610,111	3,806,023
FUND BALANCE ADJUSTMENTS		6,832	3,547			
ENDING FUND BALANCE		3,037,311	4,542,614	4,341,111	3,806,023	3,806,023

Oshtemo Charter Township Detailed Budget as of 10/9/2023

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
Fund 107 - Parks						
107-000-40000	Carryover			260,650		168,959
107-000-55000	Grant Revenues	41,295	58,000			
107-000-55001	Grant Revenues					16,839
107-000-66500	Interest Earned	106	1,302	250	6,969	6,000
107-000-66501	Interest on Investments	14,952	15,206	14,500		
107-000-66701	Rental Fee - Drake Farmstead	600	6,800	5,000	4,950	6,000
107-000-66702	Rental Fee - Flesher Gazebo	445	750	600	235	500
107-000-66703	Rental Fee - Flesher Pavilion	7,165	4,465	4,000	5,110	5,500
107-000-66704	Rental Fee - Grange	6,910	13,925	10,000	13,240	14,000
107-000-66705	Rental Fee - Oshtemo Community Center	7,925	23,518	20,000	19,400	20,000
107-000-66706	Rental Fee - Twp Park Pavilion	9,910	8,850	8,500	10,285	10,000
107-000-67300	Sales-Fixed Assets					
107-000-67400	Donations - Restricted	10,000	167,150		2,043	
107-000-67400.HANDLY	Donations - Restricted					
107-000-67401	Donations - Unrestricted	10,066	19,140	10,000	3,899	4,000
107-000-67402	Drake Farmstead Capital Campaign					
107-000-69600	Loan Proceeds					
107-756-70210	Salaries	92,302	117,128	140,783	100,830	149,601
107-756-71500	Payroll Taxes - FICA	6,701	8,676	10,770	7,119	11,445
107-756-72200	Pension Plan	6,184	8,734	10,605	5,928	11,152
107-756-72800	Program/Marketing Supplies	777	929	1,400	1,384	4,500
	<i>Music in the Parks Material</i>					1,500
	<i>Fall on the Farm Promotional Material</i>					1,500
	<i>Tree Lighting</i>					1,500
	GL # FOOTNOTE TOTAL:					4,500
107-756-75100	Vehicle Maintenance	338	138	2,000	502	1,000
107-756-75300	Grounds Maint Equipment	2,439	3,591	5,000	572	5,000
107-756-75700	Tools & Supplies	104	169	300	33	300

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
107-756-76000	Facility Supplies	5,180	2,853	4,350	1,461	4,500
107-756-76600	Expendable Supplies	2,763	3,043	7,000	3,521	5,000
107-756-80800	Consultant	55,869	15,004	43,000	21,028	15,000
	<i>Harris Family cultural heritage project implementation</i>					5,000
	<i>Design gravel parking lot, ped access, landscaping DFP Croyden driveway</i>					10,000
	<i>GL # FOOTNOTE TOTAL:</i>					15,000
107-756-80800.DRFMP3	Consultant					
107-756-80800.DRKFRM	Consultant	400				
107-756-80800.GRNCOR	Consultant					
107-756-80800.P&RMPU	Consultant					
107-756-82500	Accounting & Audit Fees	2,550	3,030	3,000	2,145	3,000
107-756-82600	Legal Fees - internal	3,765	1,215	2,000	680	2,000
107-756-85300	Telephone	2,354	1,678	4,600	3,158	4,600
107-756-86800	Fuel, Oil & Grease	1,858	3,625	3,000	2,370	3,000
107-756-87000	Mileage			300		
107-756-90300	Legal Notices					
107-756-92000	Water/Sewer	1,865	3,001	2,900	1,282	7,000
107-756-92100	Electric	5,950	7,149	10,100	5,315	8,000
107-756-92300	Heat	5,673	11,494	14,500	6,492	14,500
107-756-93100	Maintenance Services	20,308	20,496	96,613	75,046	120,200
	<i>Grange Elevator Services</i>					1,500
	<i>Grange Asphalt Maintenance</i>					9,000
	<i>OTP Sign Replacement</i>					3,200
	<i>Tree Maintenance - removal and planting</i>					12,000
	<i>Herbicide applications for gravel paths, parking lot</i>					1,000
	<i>Prairie Maint. Drake/Croyden - by KNC</i>					4,500
	<i>Rain garden, trail, low mow maint. FF/FBT - by KNC</i>					12,000
	<i>Reoccurring Services and Systems Repairs</i>					28,000
	<i>Playground Safety Surfacing - EWF</i>					9,000

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
	<i>Playground Equipment Replacement</i>					25,000
	<i>Trail Naming System - All Parks</i>					15,000
	<i>GL # FOOTNOTE TOTAL:</i>					120,200
107-756-95800	Education/Dues	465	1,022	1,200	150	
107-756-96300	Contracted Lawn Maintenance			1,000		
107-756-97400	Capital Outlay/Improvements	54,552	131,233	178,807	79,056	101,000
	<i>DFP construct gravel parking lot, ped access, gate, landscaping, clearing, trail grub</i>					50,000
	<i>DFP entry landscape</i>					3,000
	<i>Grange Hall Foundation Repairs</i>					15,000
	<i>Grange Hall Paint Lower level, siding repair</i>					2,500
	<i>Tree planting - OCC, OTP, FF</i>					3,000
	<i>Picnic Tables (3)</i>					4,500
	<i>Trash cans - (7)</i>					7,000
	<i>Planting along Croyden</i>					12,000
	<i>FF Electrical Improvements at Gazebo</i>					4,000
	<i>GL # FOOTNOTE TOTAL:</i>					101,000
107-756-97400.DRFMP3	Capital Outlay/Improvements	17,249	800			
107-756-97400.DRKFRM	Capital Outlay/Improvements					
107-756-97400.GRNGHL	Capital Outlay/Improvements	6,229				
107-756-97700	Capital Outlay/Equipment		19,283	5,100		12,000
	<i>XMark Zero Turn Mower (60% of \$15,000)</i>					9,000
	<i>Chipper (60% of \$5,000)</i>					3,000
	<i>GL # FOOTNOTE TOTAL:</i>					12,000
107-756-98000	Capital Outlay/Oshtemo Comm Center					
107-756-98100	Capital Outlay/Drake House		1,778	5,000	3,775	19,000
	<i>Match OHS expenditures on interior renovations</i>					3,000
	<i>Drake House repairs</i>					2,000
	<i>Message board for Drake House exterior</i>					1,000
	<i>Security Improvements - lighting, Knox box</i>					5,000

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
	<i>Exterior Improvements - gutters, heat tape</i>					8,000
	<i>GL # FOOTNOTE TOTAL:</i>					19,000
107-756-98400	ROW Projects/Maint					
107-931-69900	Transfer from General Fund	250,000	250,000	250,000	250,000	250,000
107-931-69920	TRANSFER ARPA			20,000		
107-966-99500	Contribution to Oshtemo Parks & Rec Fund			50,000		
NET OF REVENUES/APPROPRIATIONS - FUND 107		63,499	203,037	172	(5,716)	
BEGINNING FUND BALANCE		182,410	245,912	448,949	448,949	443,233
ENDING FUND BALANCE		245,909	448,949	449,121	443,233	443,233

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
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Fund 151 - Cemetery Trust Fund

151-000-66500	Interest Earned	6	25		314	200
151-000-67400	Cemetery Donations					
151-562-82100	Professional Services					
151-931-69900	Transfer from General Fund		10,000	5,000	5,000	5,000

NET OF REVENUES/APPROPRIATIONS - FUND 151	6	10,025	5,000	5,314	5,200
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BEGINNING FUND BALANCE		5,508	5,514	15,539	15,539	20,853
ENDING FUND BALANCE		5,514	15,539	20,539	20,853	26,053

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
Fund 204 - Local Road Fund						
204-000-40000	Carryover			70,934		354,984
204-000-40200	Current Real Property Tax		981,411	1,034,000	1,056,011	1,313,980
204-000-66500	Interest Earned		5,119	1,200	23,534	10,000
204-441-70200	Salaries/Clerical		20,073	80,149	41,522	98,109
204-441-71500	Payroll Taxes - FICA		1,482	6,896	2,820	7,506
204-441-72200	Pension Plan		803	7,212	3,194	7,849
204-441-73000	Postage					
204-441-75700	Tools & Supplies		728	1,000		1,000
204-441-82100	Professional Fees		5,911	117,500	2,494	285,000
	<i>Traffic Calming Studies</i>					10,000
	<i>Atlantic Ave/Parkview Ave Safety Project</i>					60,000
	<i>Drake Road Corridor Analysis</i>					20,000
	<i>Seeco Dr (Survey & Design)</i>					100,000
	<i>Act 51 Lobbyist</i>					50,000
	<i>Initiate Urban Road Advocacy Group</i>					20,000
	<i>Master Plan Opportunites & Access Management (survey, environmental, legal)</i>					25,000
	<i>GL # FOOTNOTE TOTAL:</i>					285,000
204-441-82500	Accounting & Audit Fees		1,025	2,000	2,010	2,000
204-441-82600	Legal Fees - internal			7,500		7,500
204-441-92600	Street Lighting					150,000
204-441-97000	Capital Outlay-Street Lights					40,000
204-441-97600	Capital Outlay- Roads		365,796	507,434	358,753	730,000
	<i>Local Road Preventive Maintenance (plus estimated \$270k PAR match)</i>					500,000
	<i>2nd St. Safety and Paving SAD (if petition is received)</i>					225,000
	<i>Bluffington/Rupaul Connection (acquisition services)</i>					5,000
	<i>GL # FOOTNOTE TOTAL:</i>					730,000
204-506-96100	BOR/MTT Refunds				55	
204-966-99500	Transfer to Sewer			350,000	350,000	350,000

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
NET OF REVENUES/APPROPRIATIONS - FUND 204			590,712	26,443	318,697	
BEGINNING FUND BALANCE				590,714	590,714	909,411
ENDING FUND BALANCE			590,712	617,157	909,411	909,411

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
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Fund 206 - Fire Operations

206-000-40000	Carryover			72,690		
206-000-40300	Current Property Tax Levy	2,701,825	2,860,031	2,850,000	2,915,045	3,744,500
206-000-40900	Act 198 Tax Collection	1,066				
206-000-43200	Payments in Lieu of Taxes					
206-000-47600	KVIAA Assessments					
206-000-50300	Federal Grant					
206-000-61000	Other Services Provided					
206-000-63200	FALSE FIRE ALARM FINES	49,014	35,150	25,000	9,225	12,000
206-000-66500	Interest Earned	1,467	2,653	1,000	40,958	27,000
206-000-67400	Donations					
206-000-67700	Miscellaneous	13,167	1,960			
206-000-68300	Settlements				4,859	550
206-000-68700	Insurance Recoveries					
206-336-70200	Salaries	977,921	1,061,223	1,271,837	845,362	1,533,686
206-336-70300	Statutory Overtime	69,353	85,294	112,162	75,962	136,603
206-336-70310	Contractual Overtime				98,012	111,500
	<i>Contractual Overtime</i>					111,500
206-336-70400	In Lieu Of Insurance	3,726				
206-336-71500	Payroll Taxes - FICA	82,311	92,967	112,417	73,746	137,340
206-336-71600	Health & Life Insurance	101,683	147,746	178,370	154,442	233,500
	<i>HRA, FSA, & HSA Admin Fees</i>					2,000
	<i>Long Term Care</i>					2,000
	<i>Medical Insurance</i>					150,000
	<i>Dental & Vision Insurance</i>					22,000
	<i>STD/LTD</i>					8,000
	<i>Life Insurance</i>					5,000
	<i>Medical Opt Out Credit</i>					12,000
	<i>Medicare Reimbursement</i>					2,500

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
	<i>HRA Reimbursement</i>					10,000
	<i>HSA Funding</i>					20,000
	<i>GL # FOOTNOTE TOTAL:</i>					233,500
206-336-72200	Pension Plan	91,233	82,034	132,717	67,191	126,777
206-336-72500	Clothing Allowance	12,954	46,832	19,100	9,817	43,500
	<i>Full Time Members (19)</i>					19,000
	<i>POC Class A Uniforms (16) (POC Firefighters have never had Class A Uniforms for special events, funerals e</i>					13,000
	<i>New Hires (4)</i>					8,000
	<i>Repairs/Alterations</i>					3,500
	<i>GL # FOOTNOTE TOTAL:</i>					43,500
206-336-72600	Retiree Health Care	57,600	122,400	72,000	72,438	86,400
	<i>\$3,600 annually x 19 FTEs</i>					
	<i>Additional Position (1)</i>					
206-336-72850	Food Allowance	6,192	6,519	10,900	10,877	12,600
	<i>\$700 per 24-hour FTE's x 18 (3 vacancies)</i>					12,600
206-336-82500	Accounting & Audit Fees	3,450	3,050	6,000	2,145	4,000
206-336-82600	Legal Fees - internal	3,380	36,586	15,000	600	10,000
	<i>Internal Legal Fees</i>					10,000
206-336-82610	Legal Fees - Union Contract					1,000
206-336-87000	Mileage		43	250		250
	<i>Mileage</i>					250
206-336-95500	Education Reimbursement				95	
206-336-96100	Hazmat Fees	1,400		1,400		1,400
	<i>Countywide Annual Membership to Receive coverage - Maintain the team.</i>					1,400
206-336-96300	Continuing Education	95,620	122,270	155,500	37,413	85,050
	<i>Dept wide training - general and advanced skills</i>					30,000
	<i>Professional Development - Officers</i>					5,000
	<i>Certifications and Memberships: Fire Inspector (6) & Fire Investigator (4)</i>					2,000
	<i>Professional Development - Training & Safety Section</i>					6,000

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
	<i>Fire Marshal NFPA Annual Code Conference</i>					3,500
	<i>Michigan Fire Inspectors Fall Conference (6 personnel)</i>					10,500
	<i>Michigan Fire Chiefs Conference</i>					2,000
	<i>Michigan Fire Inspectors Winter Conference (6 Personnel)</i>					7,500
	<i>New Fire Inspector I Training (1 Person)</i>					1,550
	<i>Basic Fire Investigation School (1 Personnel)</i>					4,500
	<i>Fire Investigators Annual Conference</i>					2,000
	<i>Eastern Michigan University Fire Staff and Command</i>					3,500
	<i>Advanced Fire Investigation School</i>					4,500
	<i>Vehicle Fire Investigation School</i>					2,500
	<i>GL # FOOTNOTE TOTAL:</i>					85,050
206-338-70200	Fire Maintenance Salaries	14,106	15,748	21,100	13,289	21,780
206-338-71500	Payroll Taxes - FICA	988	1,113	1,614	918	1,667
206-338-72200	Pension Plan	592	609	1,640	806	1,743
206-338-72800	Supplies			500		9,000
	<i>, Truck soap, squeegees, garden hose, propane, paper products dish soap, pots and pans etc. (Moved item</i>					9,000
206-338-75100	Vehicle Gas & Maintenance	73	72	1,500		1,500
206-338-75300	Grounds Maint Equipment	724	1,074	1,200	318	3,800
	<i>XMark Zero Turn Mower (20%)</i>					3,000
	<i>Chipper Shredder (20%)</i>					800
	<i>GL # FOOTNOTE TOTAL:</i>					3,800
206-338-75700	Tools & Supplies	34	38	300	7	300
206-338-76000	Facility Supplies	4,579	2,146	5,300	1,328	3,800
206-338-76600	Expendable Supplies	2,397	3,381	4,000	2,923	6,000
	<i>Kitchen Supplies</i>					1,000
	<i>Bathroom Supplies</i>					4,000
	<i>Laundry Supplies</i>					1,000
	<i>GL # FOOTNOTE TOTAL:</i>					6,000
206-338-86800	Fuel, Oil, and Grease	748	1,389	1,200	805	1,200

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
206-338-92000	Water/Sewer	1,893	2,607	3,360	2,643	7,000
206-338-92100	Electric	32,562	30,983	38,500	20,313	38,500
206-338-92300	Heat	10,766	15,737	20,000	10,376	20,000
206-338-93100	Maintenance Services	18,329	18,704	27,681	18,230	47,693
	<i>Trash Collection</i>					1,100
	<i>Fire Alarm Monitoring (Both stations)</i>					1,560
	<i>Window Cleaning</i>					1,436
	<i>Carpet Cleaning</i>					1,200
	<i>Cleaning Service</i>					2,520
	<i>Irrigation System Shutdown</i>					150
	<i>Annual Fire Suppression / Back flow Valve Testing</i>					660
	<i>Generator Servicing</i>					1,000
	<i>Pest Control</i>					1,155
	<i>Termite Remediation</i>					412
	<i>Septic System / Sand Trap Servicing</i>					4,500
	<i>Systems Repair</i>					12,000
	<i>Asphalt Maintenance 5-1 and 5-2</i>					20,000
	<i>GL # FOOTNOTE TOTAL:</i>					47,693
206-340-70500	Fire Pay - On Call	257,655	221,792	271,500	178,159	275,000
	<i>Payroll for Paid On-Call (POC) Program. Sta. Staffing, training, responses...</i>					275,000
206-340-71500	Payroll Taxes - FICA	3,516	3,167	3,500	2,463	4,000
	<i>1.45 % of all wages. See HR</i>					
206-340-72200	Pension Plan	28,222	22,030	37,500	17,816	27,500
	<i>10% of all wages</i>					27,500
206-340-72800	Supplies	4,012	4,687	9,000	4,348	3,000
	<i>Office supplies (Most items moved to 206-338-72800 Maintenance Supplies)</i>					3,000
206-340-72900	Petty Cash			250		
	<i>Petty Cash</i>					
206-340-75500	EMS Supplies	10,273	9,914	16,000	2,461	16,000

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
	<i>Expendable items and supplies (bandaging, B/P cuffs, Suction units, iGels, AED batteries...</i>					16,000
206-340-75700	Tools & Supplies	1,487	1,026	3,200	510	4,500
	<i>Typical shop tools for vehicle maintenance and those carried on vehicles.</i>					4,500
206-340-76000	Training Supplies	303	404	1,700	96	2,200
	<i>Materials for simulations and props.</i>					2,200
206-340-76100	Public Education	1,141	457	11,000	7,944	5,000
	<i>Educational & PR materials (plastic fire helmets, coloring books, pamphlets...)</i>					5,000
206-340-80900	Computer Operations	50,029	77,270	99,855	65,316	150,450
	<i>Annual Desktop Rotational Replacement - 3 @ \$2,500</i>					7,500
	<i>Support for various software programs (First Due, Lexipol, Vector Solutions, Bryx...)</i>					48,000
	<i>Aunalytics Cloud Services (50% Gen 35% Fire 15% Building)</i>					34,300
	<i>Adobe Licensing and Support (5 Concurrent Users)</i>					1,500
	<i>Mobile Technology (Road Safety)</i>					7,500
	<i>Printers for both stations</i>					2,500
	<i>Secondary alerting system (Active 911)</i>					250
	<i>Hulu into both stations (\$140 per month)</i>					1,800
	<i>Metronet Internet House 1 (consolidated multiple blue lines into one)</i>					10,000
	<i>Supplies, Cable, Monitors, Camera's, Keyboards and Mice (12 New Displays)</i>					5,000
	<i>BS&A Software - Dept. contribution</i>					4,600
	<i>GIS work for SOC and MABAS Mapping. \$85 X up to 60 hours</i>					500
	<i>Video Surveillance System House 2</i>					20,000
	<i>Metronet Fiber Internet House 2</i>					7,000
	GL # FOOTNOTE TOTAL:					150,450
206-340-85100	Radio Maintenance	1,328	480	5,500	689	1,500
	<i>Pager batteries, belt clips & knobs</i>					500
	<i>Unspecified repairs (Antennas, base radios, UPS units...)</i>					500
	<i>Unspecified repairs (Portable & mobile radios)</i>					500
	GL # FOOTNOTE TOTAL:					1,500
206-340-85300	Telephone	10,294	10,579	10,640	7,830	10,360

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
	<i>Phones system and related repairs</i>					2,000
	<i>AT&T First Net for designated personnel</i>					1,100
	<i>Monthly rebate for those who use ther own phone</i>					300
	<i>AT&T First Net mobility for vehicles</i>					6,960
	<i>GL # FOOTNOTE TOTAL:</i>					10,360
206-340-86700	Vehicle Operations	90,532	137,997	108,460	93,821	131,118
	<i>Annual PM services - Large Fire Apparatus (5)</i>					15,000
	<i>PM service, Small Vehicles (6)</i>					6,144
	<i>Annual pump test certifications</i>					2,100
	<i>Annual Aerial Ladder Testing</i>					3,360
	<i>Annual Ground Ladder Testing - 392 feet</i>					2,040
	<i>Annual Hose Testing - 16,000 feet</i>					6,384
	<i>Annual weights</i>					90
	<i>Unscheduled repairs to all vehicles</i>					96,000
	<i>GL # FOOTNOTE TOTAL:</i>					131,118
206-340-86800	Fuel	32,226	47,634	45,000	27,338	45,000
	<i>Fuel</i>					45,000
206-340-87100	Physical Exams	1,032	29,348	34,800	28,374	40,700
	<i>24-hour shift personnel (18 @ \$800)</i>					14,400
	<i>Day Staff (4 @ \$800)</i>					3,200
	<i>POC's (25 @ \$800)</i>					20,000
	<i>Anual Flu Innoculations</i>					600
	<i>Other injuries or testing, including new employee</i>					2,500
	<i>GL # FOOTNOTE TOTAL:</i>					40,700
206-340-87200	New Hire Expenses	1,770	22,871	9,800	4,926	10,000
	<i>Advertisting</i>					5,000
	<i>Pre-Employment Screening</i>					5,000
	<i>GL # FOOTNOTE TOTAL:</i>					10,000
206-340-91200	General Insurance	132,524	124,031	130,120	142,120	132,000

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
	<i>Vehicles, Liability & Property</i>					22,000
	<i>VFIS Insurance</i>					20,000
	<i>Workers Compensation</i>					90,000
	<i>GL # FOOTNOTE TOTAL:</i>					132,000
206-340-93200	Fire Dept Maintenance	(486)			135	37,630
	<i>Sewer Connection Fees</i>					37,630
206-340-93300	Equipment Maintenance	8,846	7,964	13,010	597	18,300
	<i>SCBA Annual Testing</i>					3,500
	<i>General SCBA repairs</i>					750
	<i>Annual testing: Holmatro hydraulic tools</i>					1,800
	<i>Hydraulic tool repairs - estimated</i>					1,000
	<i>Air compressor quarterly air quality testing</i>					1,500
	<i>Repairs: Air monitors, saws, hand tools, fans, blowers...</i>					4,000
	<i>SCBA Batteries</i>					250
	<i>SCBA Bottle Hydro Test - due every 5 years.</i>					5,500
	<i>GL # FOOTNOTE TOTAL:</i>					18,300
206-340-96100	BOR/MTT Refunds-Operations Fund	12,313			163	
206-340-97009	Equipment	2,090	5,981	6,000	2,900	8,500
	<i>TIC Batteries, Flashlights, repair broken hand tools, axes, NY Hooks, Traffic cones, Extinguishers, etc.</i>					8,500
206-931-69900	Transfer from Other Funds			85,000	85,000	
206-931-69920	TRANSFER ARPA					
NET OF REVENUES/APPROPRIATIONS - FUND 206		522,818	271,597	1,307	947,025	173,703
BEGINNING FUND BALANCE		619,813	820,935	1,092,532	1,092,532	2,039,557
FUND BALANCE ADJUSTMENTS		(321,694)				
ENDING FUND BALANCE		820,937	1,092,532	1,093,839	2,039,557	2,213,260

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
Fund 207 - Police						
207-000-40000	Carryover			752		212,397
207-000-40300	Current Property Tax Levy	1,461,165	1,484,879	1,468,000	1,497,135	1,184,877
207-000-43200	Payments in Lieu of Taxes	248				
207-000-57200	Liquor License Fees	28,375	28,636	25,000	27,107	28,000
207-000-60600	General Ordinance Violations	3,425	3,725	2,000	1,350	1,800
207-000-63300	FALSE POLICE ALARM FINES	47,146	34,025	25,000	4,700	7,500
207-000-63400	False Security Alarm Fines	6,475				
207-000-64100	Ordinance Violations-8th District Court	13,464	6,906	10,000	3,152	4,500
207-000-65600	Parking Violations	75	75		375	
207-000-66500	Interest Earned	2,154	14,145	3,000	54,914	40,000
207-000-66708	Rental Housing Inspection Applications	430	1,500	2,000	705	1,000
207-301-70200	Salaries	38,843	38,556	40,329	30,798	43,340
207-301-71500	Payroll Taxes - FICA	2,915	2,942	3,085	2,320	3,316
207-301-72200	Pension Plan	1,718	1,540	3,226	2,054	3,468
207-301-72800	Supplies	2,131	1,177	3,000	393	4,800
	<i>Body Armor</i>					3,000
	<i>Uniforms</i>					1,000
	<i>PPE</i>					300
	<i>Tools, Fasteners, other field supplies</i>					500
	<i>GL # FOOTNOTE TOTAL:</i>					4,800
207-301-75100	Vehicle Maintenance					1,500
207-301-80200	Protection Contract - KC	736,128	1,139,758	1,400,000	653,203	1,400,000
207-301-80600	IT Services			1,200	514	400
	<i>AT&T Mobile (50%)</i>					300
	<i>LexisNexis E-Citation Support & Maintenance (50%)</i>					100
	<i>GL # FOOTNOTE TOTAL:</i>					400
207-301-80900	Parking Enforcement Officers	100				
207-301-82500	Accounting & Audit Fees	3,300	3,030	5,000	2,145	5,000
207-301-82600	Legal Fees - internal	12,102	12,675	20,000	8,205	15,000
207-301-96100	BOR/MTT Refunds	12,079			46	

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
207-301-96300	Contracted Services					750
	<i>Junk Removal</i>					300
	<i>Securing Dangerous Structure/Bldg (50%)</i>					250
	<i>Mowing Services</i>					200
	<i>GL # FOOTNOTE TOTAL:</i>					750
207-301-97000	Capital Outlay		1,606	3,000	47	2,500
	<i>Road Sign Upgrades</i>					2,000
	<i>Additional Road Signs</i>					500
	<i>GL # FOOTNOTE TOTAL:</i>					2,500
BEGINNING FUND BALANCE		1,100,312	1,853,954	2,226,559	2,226,559	3,116,272
ENDING FUND BALANCE		1,853,953	2,226,561	2,283,471	3,116,272	3,116,272

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
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Fund 211 - Fire Equipment

211-000-40000	Carryover			134,500		432,095
211-000-40300	Current Property Tax Levy	282,749	297,099	303,000	308,743	396,450
211-000-43200	Payments in Lieu of Taxes		5,728			
211-000-50300	Federal Grant					
211-000-66500	Interest Earned	1,053	3,694	600	9,773	9,000
211-000-67300	Sales-Fixed Assets					
211-000-67700	Miscellaneous	15,720	900			
211-001-52800	OTHER FEDERAL GRANT		200,000			
211-344-76600	Personal Protective Equipment	24,450	29,889	57,000	33,586	77,000
	<i>PPE (Personal Protective Equipment) 2nd set (rotating 10 yr replacement schedule per NFPA, approx 6-12</i>					72,000
	<i>Repair and maintenance of turnout gear (Fire Service Management)</i>					5,000
	<i>GL # FOOTNOTE TOTAL:</i>					77,000
211-344-82500	Accounting & Audit Fees	2,650	3,030	2,700	2,145	2,700
211-344-96100	BOR/MTT Refunds				29	
211-344-96300	Contingency					
211-344-97600	Vehicle	104,300	745,033			373,345
	<i>Fire Inspector SUV This money includes emergency lighting, siren, radios, etc.</i>					85,000
	<i>Remaining 25% of new fire engine</i>					248,345
	<i>New fire engine equipment outfitting / shelving / radios etc.</i>					40,000
	<i>GL # FOOTNOTE TOTAL:</i>					373,345
211-344-98000	Capital Outlay/Equipment	77,419	110,034	162,400	120,102	154,500
	<i>Nozzles</i>					2,500
	<i>New mobile radios (Dual Band VHF and 800Mhz) (1)</i>					9,000
	<i>Traffic safety gear: Cones and Vests</i>					7,000
	<i>Vehicle Stabilization Kits - Paratech VSK (2)</i>					30,000
	<i>Metro Technical Rescue Team equipment</i>					8,000
	<i>20% Matching grant for SCBA replacement. Cooperative grant with Kalamazoo City</i>					98,000
	<i>GL # FOOTNOTE TOTAL:</i>					154,500

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211-344-98100	Capital Outlay/Facilities	8,139	47,750	216,000	25,819	230,000
	<i>Roof Replacement 5-1</i>					140,000
	<i>HVAC 5-2</i>					20,000
	<i>Generator Replacement 5-1 and 5-2</i>					70,000
	<i>GL # FOOTNOTE TOTAL:</i>					230,000
211-931-69920	TRANSFER ARPA					
211-966-99501	Transfer to Fire Capital					
NET OF REVENUES/APPROPRIATIONS - FUND 211		82,564	(428,315)		136,835	
BEGINNING FUND BALANCE		799,184	881,747	453,432	453,432	590,267
ENDING FUND BALANCE		881,748	453,432	453,432	590,267	590,267

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
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Fund 213 - Fire Capital

213-000-40000	Carryover					
213-000-40300	Current Property Tax Levy	157,080	201,884	202,000	205,768	264,300
213-000-43200	Payments in Lieu of Taxes					
213-000-66500	Interest Earned	475	5,245	600	23,577	20,000
213-000-67300	Sales-Fixed Assets					
213-344-82500	Accounting & Audit Fees			100		100
213-344-98100	Capital Outlay/Facilities					
213-931-69900	Transfer from Equipment					
213-966-99500	Transfer to Other Funds			85,000	85,000	

NET OF REVENUES/APPROPRIATIONS - FUND 213		157,555	207,129	117,500	144,345	284,200
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BEGINNING FUND BALANCE		295,387	774,636	981,765	981,765	1,126,110
FUND BALANCE ADJUSTMENTS		321,694				
ENDING FUND BALANCE		774,636	981,765	1,099,265	1,126,110	1,410,310

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
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Fund 246 - Sewer Hardship Revolving Fund

246-000-40000	Carryover			50,000		45,500
246-000-66501	Interest on Investments	349	1,351	500	5,977	4,500
246-000-67700	Miscellaneous					
246-000-96200	Construction Costs		7,177	50,000		50,000
	<i>Hardship Application Grants/Loans</i>					50,000
246-000-97400	Capital Outlay/Equipment					
246-000-97500	Capital Outlay/Buildings					
246-000-97600	Capital Outlay/Other					
246-931-69900	Transfer from Other Funds					
246-966-99500	Transfer to Other Funds					

NET OF REVENUES/APPROPRIATIONS - FUND 246	349	(5,826)	500	5,977		
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BEGINNING FUND BALANCE		300,888	301,237	295,411	295,411	301,388
ENDING FUND BALANCE		301,237	295,411	295,911	301,388	301,388

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Fund 247 - SoDA Fund

247-000-40000	Carryover					
247-000-40400	Current Real Property Tax	46,124	78,015	75,000	71,536	71,245
247-000-44400	Other Tax Revenue					
247-000-66500	Interest Earned	27	664	100	1,785	1,300
247-000-67700	Miscellaneous					
247-728-70300	Salary-Staff					
247-728-72800	Supplies					
247-728-73000	Postage					
247-728-80800	Consultants					
247-728-82500	Accounting & Audit Fees	950		1,000		1,000
247-728-82600	Legal Fees - internal	420		500		500
247-728-90300	Legal Notices					
247-728-93300	Repairs/Maintenance	1,160	1,175	7,500	3,000	7,500
247-728-96100	BOR/MTT					
247-728-96300	Contingency Items					
247-728-97500	Capital Outlay/Obligated Projects		60,000	65,000	31,802	30,000
247-728-97600	Capital Outlay/Land Acquisition					

NET OF REVENUES/APPROPRIATIONS - FUND 247		43,621	17,504	1,100	38,519	33,545
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BEGINNING FUND BALANCE		67,124	110,745	128,248	128,248	166,767
ENDING FUND BALANCE		110,745	128,249	129,348	166,767	200,312

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Fund 248 - Downtown Development Authority

248-000-40000	Carryover			179,694		
248-000-40400	Current Real Property Tax	217,268	220,955	190,000	205,324	278,173
248-000-66500	Interest Earned	853	1,471	1,000	4,396	3,500
248-000-67700	Miscellaneous					
248-728-70300	Salaries-Staff	2,000	2,000	2,000		2,000
248-728-72800	Supplies			500		500
248-728-73000	Postage			500		500
248-728-80100	Community Events	1,050	1,050	1,050	1,050	2,050
	<i>Tree Lighting Ceremony</i>					1,000
	<i>Music in the Park</i>					1,050
	<i>GL # FOOTNOTE TOTAL:</i>					2,050
248-728-80100.GISPOL	Community Events					
248-728-80800	Consultants	3,925	29,179	50,000	226	40,000
	<i>Traffic Consultant, Road Design Engineering</i>					40,000
248-728-80800.DDAVTP	Consultants					
248-728-80800.NMS9TH	Non motorized 9th St.					
248-728-82500	Accounting & Audit Fees	2,850	3,445	3,000	2,560	4,000
248-728-82600	Legal Fees - internal	2,100	405	2,000	120	1,000
248-728-90300	Legal Notices			500		500
248-728-92000	Water	848	238	1,200	220	1,200
248-728-92100	Electric	600	569	700	426	800
248-728-93300	Repairs and Maintenance	12,554	15,046	17,800	10,555	19,800
	<i>Banner Rotation/Storage</i>					2,000
	<i>Lawn Care and Maintenance</i>					12,800
	<i>Millards Way Snow Removal</i>					1,000
	<i>Stadium Dr Sidewalk Snow Removal</i>					2,000
	<i>Property Maintenance</i>					2,000
	<i>GL # FOOTNOTE TOTAL:</i>					19,800
248-728-96100						

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
248-728-96200	Miscellaneous	3,187				
248-728-96250	Outdoor Decorations	4,506	5,254	5,500		5,500
248-728-97500	Capital Outlay/Obligated Projects	26,316	217,455	10,000	669	10,000
	<i>Facade Improvement Grant Program</i>					10,000
248-728-97500.DDACNR	DDA Stadium Corner Project	1,856				
248-728-97500.NMSTDM	Non motorized Stadium Dr.	476,484	7,040			
248-728-97600	Capital Outlay/Land Acquisition		20,000	274,694	274,694	101,847
	<i>Acquisition</i>					10,000
	<i>6227 Stadium Drive payment</i>					91,847
	<i>GL # FOOTNOTE TOTAL:</i>					101,847
248-728-97700	Emergency Assistance Program					
NET OF REVENUES/APPROPRIATIONS - FUND 248		(320,155)	(79,255)	1,250	(80,800)	91,976
BEGINNING FUND BALANCE		720,489	400,334	321,080	321,080	240,280
ENDING FUND BALANCE		400,334	321,079	322,330	240,280	332,256

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
Fund 249 - Building						
249-000-40000	Carryover			62,540		49,685
249-000-47600	Building Permits					160,000
249-000-47800	Mechanical Permits					32,000
249-000-47900	Plumbing Permits					16,000
249-000-48000	Electrical Permits					28,000
249-000-49000	Annual Permits					500
249-000-60700	Plan Review					48,000
249-000-60701	Building Inspections					48,000
249-000-61900	Electrical Inspections					28,000
249-000-62000	Mechanical Inspections					32,000
249-000-63000	Plumbing Inspections					20,000
249-000-66501	Interest on Investments	337	830		3,543	8,000
249-000-67601	Bond Forfeitures and Bond Costs					
249-000-67700	Print/Copy Fees					100
249-000-71500	Payroll Taxes - FICA				11	60
	<i>Building Department Cell Phone Reimbursement FICA</i>					60
249-000-90000	Cell Phone Reimbursement	400	600	600	450	2,700
	<i>Building Department Cell Phone Reimbursement (5)</i>					2,700
249-371-70200	Salaries	36,833	38,511	40,329	30,800	246,043
249-371-70300	Construction Board of Appeals					
249-371-70400	In Lieu Of Insurance					
249-371-71500	Payroll Taxes - FICA	2,825	2,985	3,085	2,343	18,823
249-371-71600	Health & Life Insurance					
249-371-72200	Pension Plan	3,916	5,662	3,226	2,054	19,684
249-371-72500	Clothing Allowance					600
	<i>\$200 per employee</i>					600
249-371-72800	Supplies					1,500
249-371-73000	Postage					1,000
	<i>Expired permit notices and general correspondence</i>					1,000

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
249-371-75100	Vehicle Maintenance					5,760
	<i>Car Wash Subscription (\$30/month)</i>					360
	<i>Bldg Official Fuel</i>					3,200
	<i>OE Fuel</i>					2,000
	<i>Oil Changes</i>					200
	<i>GL # FOOTNOTE TOTAL:</i>					5,760
249-371-80500	IT Services			143	143	22,520
	<i>LexisNexis Support & Maintenance (OE: 50% BLD, 50% POLICE)</i>					100
	<i>AT&T Mobile (OE: 50% BLD, 50% POLICE) plus Building Official</i>					800
	<i>Adobe Acrobat Pro</i>					500
	<i>Cognito Forms</i>					1,720
	<i>Aunalytics (\$1200/month)</i>					14,700
	<i>Web hosting (continued for one year for SMBA site)</i>					300
	<i>BS&A building.net</i>					4,400
	<i>GL # FOOTNOTE TOTAL:</i>					22,520
249-371-81000	Building Inspector					8,000
	<i>Backup for Building Official</i>					8,000
249-371-81100	Electrical Inspector					28,000
249-371-81200	Mechanical Inspector					32,000
249-371-81300	Plumbing Inspector					20,000
249-371-82000	Plan Review					38,500
249-371-82200	Consultants					
249-371-82500	Accounting & Audit Fees	5,250	3,030	5,500	2,145	5,500
249-371-82600	Legal Fees - internal		3,615	2,000		5,000
249-371-85300	Telephone					1,800
249-371-87000	Mileage					50
249-371-95800	Education/Dues			2,000		3,095
	<i>Metro Building Inspectors Association Membership</i>					130
	<i>Code Officials Conference of Michigan (COCM) Membership, Conference</i>					1,800
	<i>Home Builders Association of SW MI (HBA) Dues</i>					615

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
	<i>MADCAD Code Library Access through NMCOA</i>					450
	<i>NMCOA Annual Membership</i>					100
	<i>GL # FOOTNOTE TOTAL:</i>					3,095
249-371-96300	Contracted Services		16,653	4,800	4,748	2,650
	<i>Securing Dangerous Structure/Bldg (50%)</i>					250
	<i>Ricoh Contract (\$200/month)</i>					2,400
	<i>GL # FOOTNOTE TOTAL:</i>					2,650
249-371-97600	Capital Outlay	3,045	541	857	(143)	7,000
	<i>Replace inspector tablets</i>					5,000
	<i>Drone, certification training, operator licensing</i>					2,000
	<i>GL # FOOTNOTE TOTAL:</i>					7,000
249-371-97700	Capital Outlay / Vehicle					
NET OF REVENUES/APPROPRIATIONS - FUND 249		(51,932)	(70,767)		(39,008)	
BEGINNING FUND BALANCE		311,871	260,339	190,173	190,173	151,165
ENDING FUND BALANCE		259,939	189,572	190,173	151,165	151,165

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
Fund 485 - Sewer						
485-000-40000	Carryover			2,315,000		1,033,988
485-000-45100	Installment Revenue	113,254	95,052	250,000		100,000
485-000-45300	Installment Interest	32,384	28,563	25,000		25,000
485-000-56800	Other Grants					
485-000-60700	Curb Box Fee					
485-000-62800	Benefit Fees	242,023	205,014	250,000	190,233	250,000
485-000-64000	Surcharge	295,908	315,222	460,000	269,761	360,000
485-000-64400	Parcel Fee/Front Foot Fee	206,638		75,000	41,603	55,000
485-000-66501	Interest on Investments	1,098	9,173	1,000	39,405	45,000
485-000-67700	Miscellaneous Revenue					
485-000-69600	Debt Proceeds					
485-000-99300	Debt Service Connection Charges					
485-536-70200	Salaries/Clerical	78,560	60,715	91,435	48,042	108,419
485-536-71500	Payroll Taxes - FICA	5,331	4,460	7,377	3,222	8,295
485-536-72200	Pension Plan	3,504	2,429	7,715	3,695	8,674
485-536-76100	Public Education					
485-536-80800	Audit Fees	3,405	3,030	5,000	2,145	5,000
485-536-80900	IT Tools and Supplies		875	1,600	1,597	1,600
	<i>Laserfiche</i>					1,600
485-536-81000	Legal Fees - internal	26,510	47,881	15,000	480	15,000
485-536-81000.SANPH1	Escrow Refund	6,259				
485-536-82000	Engineering Fees	6,505	5,744	7,000	2,388	125,000
	<i>Funding Applications & Procurement</i>					50,000
	<i>Rate Study, Financial Policy, and Ordinance Review</i>					75,000
	GL # FOOTNOTE TOTAL:					125,000
485-536-82000.N8THSA	N. 8th St. Engineering Fees		4,636			
	<i>Eng Design, 8th St Sanitary, W Main to KL Ave</i>					
485-536-82000.SANPH1	USDA Phase 1 Engineering Fees	2,299				
485-536-82000.SANPH2	Sanitary Sewer Phase 2					

Oshtemo Charter Township Detailed Budget as of 10/9/2023

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
485-536-82000.SAWENG	SAW Grant Engineering Fees					
485-536-82000.SAWSRV	SAW Grant Clean/VAC Field Services					
485-536-82000.WM7TO8	Engineering Fees			221,220		171,000
485-536-82100	Professional Fees	12,500	12,500	12,500	10,680	12,000
485-536-96200	Miscellaneous					
485-536-96300	Refunds to Developers	30,690				
485-536-96400	Construction Costs	52,665	35,313	20,000		20,000
485-536-96400.ATLSWR	Construction Costs					
485-536-96400.N10THS	Construction Costs					
485-536-96400.SANPRK	Sanitary Sewer Parkview			465,000	418,652	
	<i>Construction</i>					
	<i>Construction Engineering & RCKC OH</i>					
485-536-96400.SAWSRV	Construction Costs		45,206	302,600	45,959	74,000
	<i>Lift Station (Andover #46) - Design, Admin, Construction</i>					
	<i>Cleaning & Televising</i>					61,000
	<i>Easement Maintenance</i>					13,000
	<i>GL # FOOTNOTE TOTAL:</i>					74,000
485-536-96400.WM7TO8	Construction Costs			2,704,530		1,820,000
485-536-96400.WWKLAV	Construction Costs					
485-536-96400.WWMAIN	Construction Costs					
485-931-69900	Transfer In From General Fund	250,000		1,450,000	1,450,000	150,000
485-931-69910	Transfer in from Road Fund			350,000	350,000	350,000
485-966-99500	Transfer to Sewer Hardship					
485-966-99501	Transfer to USDA Sewer Phase 1			3,883,306		
485-966-99502	Transfer to USDA Sewer Phase 2			330,000		
NET OF REVENUES/APPROPRIATIONS - FUND 485		913,077	430,235	(2,898,283)	1,804,142	
BEGINNING FUND BALANCE		760,780	1,673,862	2,104,098	2,104,098	3,908,240
ENDING FUND BALANCE		1,673,857	2,104,097	(794,185)	3,908,240	3,908,240

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
Fund 486 - Water						
486-000-40000	Carryover			245,000		230,862
486-000-45100	Installment Revenue	18,705	17,298			18,000
486-000-45200	2020 Water S/A	1,230	1,277			1,200
486-000-45300	Installment Interest	5,212	4,214			4,600
486-000-60700	Curb Box Fees					
486-000-62800	Benefit Fees	60,958	64,379		28,580	15,000
	<i>No new - transition to system buy-in-fee through City</i>					
486-000-63100	Water Extension					
486-000-64000	Surcharge	114,789	123,401	90,000	79,780	100,000
486-000-64400	Front Foot Fees	54,743	13,225	28,000	11,741	
486-000-66501	Interest on Investments	2,190	9,342	2,000	42,040	40,000
486-000-67600	Indirect Cost Reimbursement					
486-000-67700	Miscellaneous Revenue					
486-536-70200	Salaries/Clerical	9,840	40,644	48,579	31,130	58,678
486-536-71500	Payroll Taxes - FICA	634	2,978	4,099	2,123	4,489
486-536-72200	Pension Plan	439	1,626	4,286	2,384	4,695
486-536-75700	Tools & Supplies		1,000	1,000		1,000
486-536-80800	Audit Fees	3,300	3,030	3,500	2,145	3,000
486-536-80900	IT Tools and Supplies			800		800
	<i>Laserfiche</i>					800
486-536-82000	Engineering Fees	576	1,813	5,000		2,500
486-536-82000.WM7TO8	Engineering Fees					
486-536-82100	Professional Fees	12,500	12,500	18,500	13,591	87,500
	<i>KRWWC Annual Dues</i>					12,500
	<i>Ordinance Update & Financial Policy</i>					75,000
	<i>GL # FOOTNOTE TOTAL:</i>					87,500
486-536-82600	Legal Fees - internal	1,170	1,830	4,000	60	2,000
486-536-87000	Mileage					
486-536-96200	Miscellaneous					

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
486-536-96400	Construction Costs	8,273				
486-536-96400.HYD9TH	Construction Costs		155,681			
486-536-96400.WM7TO8	Construction Water Main 7th to 8th			245,000		245,000
486-536-96600	Curb Box Installations					
NET OF REVENUES/APPROPRIATIONS - FUND 486		221,095	12,034	30,236	110,708	
BEGINNING FUND BALANCE		1,537,778	1,757,644	2,073,401	2,073,401	2,184,109
FUND BALANCE ADJUSTMENTS			305,000			
ENDING FUND BALANCE		1,758,873	2,074,678	2,103,637	2,184,109	2,184,109

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 ACTIVITY THRU 12/31/23	2024 REQUESTED BUDGET
ESTIMATED REVENUES - ALL FUNDS		10,784,580	12,616,904	20,134,421	13,316,123	18,964,644
APPROPRIATIONS - ALL FUNDS		8,410,891	9,681,510	23,061,284	9,844,460	18,376,020
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		2,373,689	2,935,394	(2,926,863)	3,471,663	588,624
BEGINNING FUND BALANCE - ALL FUNDS		9,744,474	12,221,250	15,532,011	15,532,011	19,003,674
FUND BALANCE ADJUSTMENTS - ALL FUNDS		6,832	308,547			
ENDING FUND BALANCE - ALL FUNDS		12,124,995	15,465,191	12,605,148	19,003,674	19,592,298

MEMORANDUM



Date: October 2, 2023
To: Township Board
From: James Porter – Legal Department
Subject: Second Reading of Solar Energy Systems Ordinance

Objectives

To accept for Second Reading and adopt the Solar Energy Systems Ordinance.

Recommended Motion

I make the motion to accept the Second Reading and adopt the Solar Energy Systems.

Background

Consideration to adopt Article 60 enacting the Solar Energy Systems Ordinance to permit and regulate Solar Energy Systems in the Township.

Information Provided

I have attached a copy of the proposed Solar Energy Systems Ordinance.

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO.

Adopted: _____, 2023

Effective: _____, 2023

An Ordinance to amend the Oshtemo Township Zoning Ordinance Article 60 to permit and regulate Solar Energy Systems in the Township.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN
ORDAINS:

SOLAR ENERGY SYSTEMS

SECTION I INTENT AND PURPOSE:

1. Purpose: The most common and prevalent land use in Oshtemo Charter Township is Residential. This Ordinance is intended to protect the health, safety, and welfare of the residents of the Township and to encourage the safe, effective, efficient, and orderly development and operation of Solar Energy Systems in the Township while preserving and protecting the character and stability of residential, agricultural, recreational, commercial, and other areas of the Township.

2. Specific locations within the Township may best support the implementation of Solar Energy Systems. To prepare for potential Solar Energy Systems projects within the Township, this Ordinance will permit smaller accessory systems but larger systems will be required to obtain a Special Land Use Permit to ensure Solar Energy Systems are appropriately located so as to protect the character and stability of the Townships residential, agricultural, recreational, commercial and/or industrial areas, open space, viewscapes and aesthetics, wetlands, and other ecological and environmentally sensitive areas. Accordingly, regulations are necessary to further the above goals and equally important, to minimize the potential adverse effects of this emerging land use on adjacent properties.

FINDINGS

1. This Ordinance has been developed with the intention of obtaining an appropriate balance between the desire for renewable energy resources and the need to protect the public health, safety, and welfare of the community and the character and stability of the Township's residential, agricultural, recreational, commercial and/or industrial areas and preserving and protecting the Townships important and sensitive environmental and ecological assets and areas, open space, viewscapes and aesthetics, wetlands, and other ecological and environmentally sensitive areas.

2. The general welfare, health, and safety of the citizens of the Township will be protected with the enactment of this Ordinance.

SECTION II DEFINITIONS:

For the purposes of the definitions contained herein, SES shall mean Solar Energy Systems.

Accessory Building-Integrated SES: A solar energy system that is an integral part of a primary or accessory building or structure (rather than a separate mechanical device), replacing or substituting for an architectural or structural component of the building or structure. Building-integrated systems include, but are not limited to, photovoltaic or hot water solar energy systems that are contained within roofing materials, windows, skylights, and awnings.

Accessory Ground-Mounted SES: A ground-mounted solar energy system with the purpose primarily of generating electricity for the principal use on the site.

Accessory Roof-Mounted SES: A solar energy system mounted on racking that is attached to or ballasted on the roof of a building or structure with the purpose primarily of generating electricity for the principal use on the site.

Dual Use: A solar energy system that employs one or more of the following land management and conservation practices throughout the project site:

- Pollinator Habitat: Solar sites designed to meet a score of 76 or more on the Michigan Pollinator Habitat Planning Scorecard for Solar Sites.
- Conservation Cover: Solar sites designed in consultation with conservation organizations that focus on restoring native plants, grasses, and prairie with the aim of protecting specific species (e.g., bird habitat) or providing specific ecosystem services (e.g., carbon sequestration, soil health).
- Forage: Solar sites that incorporate rotational livestock grazing and forage production as part of an overall vegetative maintenance plan.
- Agrivoltaics: Solar sites that combine raising crops for food, fiber, or fuel, and generating electricity within the project area to maximize land use.

Ground-Mounted SES: A solar energy system mounted on support posts, like a rack or pole, that are attached to or rest on the ground.

Invasive Plant: Non-native (or alien) to the ecosystem under consideration and whose introduction causes or is likely to cause economic or environmental harm or harm to human health. Those species not permitted are listed on the Midwest Invasive Species Information Network at <https://www.misin.msu.edu/states/michigan>.

Maximum Tilt: The maximum angle of a solar array (i.e., most vertical position) for capturing solar radiation as compared to the horizon line.

Minimum Tilt: The minimal angle of a solar array (i.e., most horizontal position) for capturing solar radiation as compared to the horizon line.

Non-Participating Lot(s): One or more lots for which there is not a signed lease or easement for

development of a principal-use SES associated with the applicant project.

Participating Lot(s): One or more lots under a signed lease or easement for development of a principal-use SES associated with the applicant project.

Photovoltaic (PV) System: A semiconductor material that generates electricity from sunlight.

Principal-Use SES: A commercial, ground-mounted solar energy system that converts sunlight into electricity for the primary purpose of off-site use through the electrical grid or export to the wholesale market.

Principal-Use (Large) SES: A Principal-Use SES generating more than 2 MW DC for the primary purpose of off-site use through the electrical grid or export to the wholesale market and encompassing more than twenty acres.

Principal-Use (Small) SES: A Principal-Use SES generating up to and including 2 MW DC for the primary purpose of off-site use through the electrical grid or export to the wholesale market and encompassing less than twenty acres.

Repowering: Reconfiguring, renovating, or replacing an SES to maintain or increase the power rating of the SES within the existing project footprint.

Solar Array: A photovoltaic panel, solar thermal collector, or collection of panels or collectors in a solar energy system that collects solar radiation.

Solar Carport: A solar energy system of any size that is installed on a structure that is accessory to a parking area, and which may include electric vehicle supply equipment or energy storage facilities. Solar panels affixed on the roof of an existing carport structure are considered a Roof-Mounted SES.

Solar Energy System (SES): A photovoltaic system or solar thermal system for generating and/or storing electricity or heat, including all above and below ground equipment or components required for the system to operate properly and to be secured to a roof surface or the ground. This includes any necessary operations and maintenance building(s), but does not include any temporary construction offices, substation(s) or other transmission facilities between the SES and the point of interconnection to the electric grid.

Solar Thermal System: A system of equipment that converts sunlight into heat.

SECTION III GENERAL PROVISIONS:

Permitted Accessory Uses:

- A. Accessory Roof-Mounted SES
- B. Accessory Ground-Mounted SES
- C. Accessory Building-Integrated SES

Roof-Mounted SES, Accessory Ground-Mounted SES, and Building-Integrated SES are permitted in all zoning districts where structures of any sort are allowed, and shall meet the following requirements:

All Accessory SES will require administrative review and approval by the Planning Department. The permits by the Planning Department shall be in addition to building or electrical permits required.

A. ACCESSORY ROOF-MOUNTED SES

- 1. Application:** All SES applications must include a site plan. Applications for Roof-Mounted SES must include horizontal and vertical elevation drawings that show the location and height of the SES on the building and dimensions of the SES. Roof mounted SES will be evaluated and if they weren't Ordinance regulated shall be granted administrative approval.
- 2. Height:** Roof-Mounted SES shall not exceed 5 feet above the finished roof in residential zoning districts. Roof-Mounted SES shall not exceed 10 feet above the finished roof in commercial, industrial, and agricultural districts. Roof-Mounted SES are exempt from any rooftop equipment or mechanical system screening.
- 3. Nonconformities:** A Roof-Mounted SES or Building-Integrated SES installed on a nonconforming building, structure, or use shall not be considered an expansion of the nonconformity.
- 4. Reflective Glare:** A Roof-Mounted SES shall be constructed to minimize any reflective glare onto neighboring properties.

B. ACCESSORY GROUND-MOUNTED SES

- 1. Application:** All SES applications must include a site plan. Applications for Ground-Mounted SES must include drawings that show the location of the system on the property, height, tilt features (if applicable), the primary structure, accessory structures, and setbacks to property lines. Accessory use applications that meet the ordinance requirements shall be granted administrative approval.
- 2. Height:** Ground-Mounted SES shall not exceed 12 feet in the Residential or Commercial Zoning District and 20 feet in the Agricultural or Rural Residential Zoning District, measured from the ground to the top of the system when oriented at maximum tilt.
- 3. Setbacks:** A Ground-Mounted SES must be a minimum of 5 feet from the property line or one half the height of the Ground-Mounted SES at Maximum Tilt, whichever is greater. Setback distance is measured from the property line to the closest point of the SES at Minimum Tilt.
- 4. Lot Coverage:** The area of the Solar Array shall not exceed 50 % of the square

footage of the primary building of the property unless it is sited over required parking (i.e. solar carport), in which case there is no maximum lot coverage for the Ground-Mounted SES. A Ground-Mounted SES shall not count towards the maximum number or square footage of accessory structures allowed on site or maximum impervious surface area limits if the ground under the array is pervious.

5. Visibility (Residential): A Ground-Mounted SES in all residential districts shall be located in the side or rear yard to minimize visual impacts from the public right-of-way(s).

a. Ground-Mounted SES may be placed in the front yard with administrative approval, where the applicant can demonstrate that placement of the SES in the rear or side yard will:

i. Decrease the efficiency of the SES due to topography, accessory structures, or vegetative shading from the subject lot or adjoining lots;

ii. Interfere with septic system, accessory structures, or accessory uses; or

iii. Require the SES to be placed on the waterfront side of the building housing the primary use [where applicable].

6. Exemptions: A SES used to power a single device or specific piece of equipment such as a lawn ornament, lights, weather station, thermometer, clock, well pump or other similar singular device is exempt from Section 4 [Ground-Mounted SES provisions].

7. Nonconformities: A Ground-Mounted SES installed on a nonconforming lot or use shall not be considered an expansion of the nonconformity.

8. Reflective Glare: A Roof-Mounted SES shall be constructed to minimize any reflective glare onto neighboring properties.

C. ACCESSORY BUILDING-INTEGRATED SES:

1. Building-Integrated SES are subject only to zoning regulations applicable to the structure or building and not subject to accessory ground or roof-mounted SES permits.

SECTION IV SPECIAL LAND-USE STANDARDS:

Permitted Special Uses with Conditions:

- A. Small Principal-use SES
- B. Large Principal-use SES

All applications for a Small or Large Principal-Use SES shall follow the application and review requirements of Article 65 for Special Uses. All requests to construct a Small or Large Principal-

Use SES shall be reviewed by the Planning Commission.

A. SMALL PRINCIPAL-USE SES:

A Small Principal-Use SES is a special use with conditions in Agricultural and RR Rural Residential Zoning Districts or in the Commercial and Industrial Districts, if located on an existing impermeable surface of a preexisting use, subject to site plan review and shall meet all the following requirements:

For Small Principal-Use SES covering preexisting impervious, surfaces are exempt from: landscaping, ground cover, and fencing provisions set forth below.

- 1. Height:** Total height shall not exceed 20 feet measured from the ground to the top of the system when oriented at maximum tilt.
- 2. Setbacks:** Setback distance shall be measured from the property line or road right-of-way to the closest point of the solar array at minimum tilt or any SES components and as follows:
 - a.** A Ground-Mounted SES shall follow the setback distance for primary buildings or structures for the district as outlined in Article 50.
 - b.** A Ground-Mounted SES is not subject to property line setbacks for common property lines of two or more participating lots, except road right-of-way (front yard) setbacks shall apply as outlined in Article 50.
- 3. Fencing:** A Small Principal-Use SES may be secured with perimeter fencing to restrict unauthorized access. If installed, perimeter fencing shall be a maximum of 6 feet in height or up to 8ft in the Commercial or Industrial Districts. Barbed wire is prohibited. Fencing is not subject to setbacks.
- 4. Screening/Landscaping:** A Small Principal-Use SES shall be designed to follow the screening and/or landscaping standards set forth in Sec 53.40 B-F for the project site. Any required screening and landscaping shall be placed outside the perimeter fencing.
 - a.** In districts that call for screening or landscaping along rear or side property lines, these shall only be required where an adjoining non-participating lot has an existing residential or public use.
 - b.** When current zoning district screening and landscaping standards are determined to be inadequate based on a legitimate community purpose consistent with local government planning documents, the Planning Commission may require substitute screening consisting of native deciduous trees planted 30 feet on center, and native evergreen trees planted 15 feet on center along existing non-participating residential uses and public uses.

- c. The Planning Commission may reduce or waive screening requirements provided that any such adjustment is in keeping with the intent of the Ordinance and is appropriately documented (e.g. abutting participating lots; existing vegetation).
 - d. Screening/landscaping detail shall be submitted as part of the site plan that identifies the type and extent of screening for a Small Principal-Use SES, which may include plantings, strategic use of berms, and/or fencing.
- 5. **Ground Cover:** A Small Principal-Use SES shall include the installation of perennial ground cover vegetation maintained for the duration of operation until the site is decommissioned. The applicant shall include a ground cover vegetation establishment and management plan as part of the site plan.
 - a. An SES utilizing agrivoltaics is exempt from perennial ground cover requirements for the portion of the site employing the dual-use practice.
 - b. Project sites with majority existing impervious surface or those that are included in a brownfield plan adopted under the Brownfield Redevelopment Financing Act, PA 381 of 1996, as amended, are exempt from ground cover requirements. These sites must comply with the on-site stormwater requirements of the ordinance and reviewed and approved by the Township Engineer.
- 6. **Lot Coverage:** A Small Principal-Use SES shall not count towards the maximum lot coverage or impervious surface standards for the district.
- 7. **Land Clearing:** Land disturbance or clearing shall be limited to what is minimally necessary for the installation and operation of the system and to ensure sufficient all-season access to the solar resource given the topography of the land. Topsoil distributed during site preparation (grading) on the property shall be retained on site.
- 8. **Access Drives:** New access drives within the SES shall be designed to minimize the extent of soil disturbance, water runoff, and soil compaction on the premises. The use of geotextile fabrics and gravel placed on the surface of the existing soil for temporary roadways during the construction of the SES is permitted, provided that the geotextile fabrics and gravel are removed once the SES is in operation. All access drives must be approved by the Road Commission of Kalamazoo County.
- 9. **Wiring:** SES wiring (including communication lines) may be buried underground. Any above-ground wiring within the footprint of the SES shall not exceed the height of the solar array at maximum tilt.
- 10. **Lighting:** Lighting shall be limited to inverter and/or substation locations only. Light fixtures shall have downlit shielding and be placed to keep light on-site and glare away from adjacent properties, bodies of water, and adjacent roadways. Flashing or intermittent lights are prohibited.

11. **Signage:** An area up to 30 square feet [should be consistent with the district or sign type standard] may be used for signage at the project site. Any signage shall meet the setback, illumination, and materials/ construction requirements of the zoning district for the project site.
 12. **Sound:** The sound pressure level of a Small Principal-Use SES and all ancillary solar equipment shall not exceed 40 dBA (Leq (1-hour)) at the property line of an adjoining non-participating lot. The site plan shall include modeled sound isolines extending from the sound source to the property lines to demonstrate compliance with this standard.
 13. **Repowering:** In addition to repairing or replacing SES components to maintain the system, a Small Principal-Use SES may at any time be repowered by reconfiguring, renovating, or replacing the SES to increase the power rating within the existing project footprint.
 - a. A proposal to change the project footprint of an existing SES shall be considered a new application, subject to the ordinance standards at the time of the request.
 14. **Decommissioning:** Upon application, a decommissioning plan shall be submitted indicating the anticipated manner in which the project will be decommissioned, including a description of which above-grade and below-grade improvements will be removed, retained (e.g. access drive, fencing), or restored for viable reuse of the property consistent with the zoning district.
 - a. An SES owner may at any time:
 - i. Proceed with the decommissioning plan approved by the Planning Commission under this Section and remove the system as indicated in the most recent approved plan; or
 - ii. Amend the decommissioning plan with Planning Commission approval and proceed according to the revised plan.
 - b. Decommissioning an SES must commence when the soil is dry to prevent soil compaction and must be completed within 18 months after abandonment. An SES that has not produced electrical energy for 12 consecutive months shall prompt an abandonment hearing.
- B. LARGE PRINCIPAL-USE SES:** A large principal-use SES is a special land use in the Agricultural and RR Rural Residential Zoning Districts specified and shall meet the following requirements:
1. **Height:** Total height for a large principal-use SES shall not exceed the maximum allowed 20 feet.

2. **Setbacks:** Setback distance shall be measured from the property line or road right-of-way to the closest point of the solar array at minimum tilt or any SES components and as follows:
 - a. In accordance with the setbacks for principal buildings or structures for the zoning district or at least 50 feet from the property line of a non-participating lot, whichever is greater.
 - b. 100 feet from any existing dwelling unit on a non-participating lot.
 - c. A Ground-Mounted SES is not subject to property line setbacks for common property lines of two or more participating lots, except road right-of-way (front yard) setbacks shall apply.
3. **Fencing:** A large principal-use SES may ~~shall~~ be secured with perimeter fencing to restrict unauthorized access. If installed, perimeter fencing shall be a maximum of 6 feet in height. Barbed wire is prohibited. Fencing is not subject to setbacks.
4. **Screening/Landscaping:** A large principal-use SES shall follow the screening and/or landscaping standards for the zoning district of the project site. Any required screening and landscaping shall be placed outside the perimeter fencing.
 - a. In districts that call for screening or landscaping along rear or side property lines, these shall only be required where an adjoining non-participating lot has an existing residential or public use.
 - b. When current zoning district screening and landscaping standards are determined to be inadequate based on a legitimate community purpose consistent with local government planning documents, the Planning Commission may require substitute screening consisting of native deciduous trees planted 30 feet on center, and native evergreen trees planted 15 feet on center along existing non-participating residential uses.
 - c. The Planning Commission may reduce or waive screening requirements provided that any such adjustment is in keeping with the intent of the Ordinance.
 - d. Screening/landscaping detail shall be submitted as part of the site plan that identifies the type and extent of screening for a large principal-use SES, which may include plantings, strategic use of berms, and/or fencing.
5. **Ground Cover:** A large principal-use SES shall include the installation of ground cover vegetation maintained for the duration of operation until the site is decommissioned. The applicant shall include a ground cover vegetation establishment and management plan as part of the site plan. Vegetation establishment must include invasive plant species and noxious weed control. The following standards apply:

- a. Sites bound by a Farmland Development Rights (PA 116) Agreement must follow the Michigan Department of Agriculture and Rural Development’s Policy for Allowing Commercial Solar Panel Development on PA 116 Lands.
 - b. Ground cover at sites not enrolled in PA 116 must meet one or more of the four types of Dual Use defined in this ordinance.
 - i. Pollinator Habitat: Solar sites designed to meet a score of 76 or more on the Michigan Pollinator Habitat Planning Scorecard for Solar Sites.
 - ii. Conservation Cover: Solar sites designed in consultation with conservation organizations that focus on restoring native plants, grasses, and prairie with the aim of protecting specific species (e.g., bird habitat) or providing specific ecosystem services (e.g., carbon sequestration, soil health).
 - iii. Forage: Solar sites that incorporate rotational livestock grazing and forage production as part of an overall vegetative maintenance plan.
 - iv. Agrivoltaics: Solar sites that combine raising crops for food, fiber, or fuel, and generating electricity within the project area to maximize land use. Project sites that are included in a brownfield plan adopted under the Brownfield Redevelopment Financing Act, PA 381 of 1996, as amended, that contain impervious surface at the time of construction or soils that cannot be disturbed, are exempt from ground cover requirements
 - c. Project sites that are included in a brownfield plan adopted under the Brownfield Redevelopment Financing Act, PA 381 of 1996, as amended, that contain impervious surface at the time of construction or soils that cannot be disturbed, are exempt from ground cover requirements.
- 6. Agricultural Protection:** For sites where agriculture is a permitted use in a district, a large principal-use SES may be sited to minimize impacts to agricultural production through site design and accommodations including:
- a. The ground mounting of panels by screw, piling, or a similar system that does not require a footing, concrete, or other permanent mounting in order to minimize soil compaction, [and/or]
 - b. Siting panels to avoid disturbance and compaction of farmland by siting panels along field edges and in nonproduction areas to the maximum extent practicable and financially feasible, [and/or]
 - c. Maintaining all drainage infrastructure on site, including drain tile and ditches, during the operation of the SES, [and/or]

- d. Siting the SES to avoid isolating areas of the farm operation such that they are no longer viable or efficient for agricultural production, including, but not limited to, restricting the movement of agricultural vehicles/equipment for planting, cultivation, and harvesting of crops, and creating negative impacts on support infrastructure such as irrigation systems or drains, or
- 7. **Lot Coverage:** A large principal-use SES shall not count towards the maximum lot coverage or impervious surface standards for the district.
- 8. **Land Clearing:** Land disturbance or clearing shall be limited to what is minimally necessary for the installation and operation of the system and to ensure sufficient all-season access to the solar resource given the topography of the land. Topsoil distributed during site preparation (grading) on the property shall be retained on site.
- 9. **Access Drives:** New access drives within the SES shall be designed to minimize the extent of soil disturbance, water runoff, and soil compaction on the premises. The use of geotextile fabrics and gravel placed on the surface of the existing soil for the construction of temporary drives during the construction of the SES is permitted, provided that the geotextile fabrics and gravel are removed once the SES is in operation. All access drives must be approved by the Road Commission of Kalamazoo County.
- 10. **Wiring:** SES wiring (including communication lines) may be buried underground. Any above-ground wiring within the footprint of the SES shall not exceed the height of the solar array at maximum tilt.
- 11. **Lighting:** Large principal-use SES lighting shall be limited to inverter and/or substation locations only. Light fixtures shall have downlit shielding and be placed to keep light on-site and glare away from adjacent properties, bodies of water, and adjacent roadways. Flashing or intermittent lights are prohibited.
- 12. **Signage:** An area up to 30 square feet may be used for signage at the project site. Any signage shall meet the setback, illumination, and materials/ construction requirements of the zoning district for the project site.
- 13. **Sound:** The sound pressure level of a large principal-use SES and all ancillary solar equipment shall not exceed 40 dBA (Leq (1-hour)) at the property line of an adjoining non-participating lot. The site plan shall include modeled sound isolines extending from the sound source to the property lines to demonstrate compliance with this standard.
- 14. **Repowering:** In addition to repairing or replacing SES components to maintain the system, a large principal-use SES may at any time be repowered, without the need to apply for a new special land-use permit, by reconfiguring, renovating, or replacing the SES to increase the power rating within the existing project footprint.
 - a. A proposal to change the project footprint of an existing SES shall be considered

a new application, subject to the ordinance standards at the time of the request. Expenses for legal services and other studies resulting from an application to modify an SES will be reimbursed to the Township by the SES owner in compliance with established escrow policy.

15. Decommissioning: A decommissioning plan is required at the time of application.

- a.** The decommission plan shall include:
 - i.** The anticipated manner in which the project will be decommissioned, including a description of which above-grade and below-grade improvements will be removed, retained (e.g. access drive, fencing), or restored for viable reuse of the property consistent with the zoning district,
 - ii.** The projected decommissioning costs for removal of the SES (net of salvage value in current dollars) and soil stabilization, less the amount of the surety bond posted with the State of Michigan for decommissioning of panels installed on PA 116 lands,
 - iii.** The method of ensuring that funds will be available for site decommissioning and stabilization (in the form of surety bond, irrevocable letter of credit, or cash deposit), and
- b.** A review of the amount of the performance guarantee based on inflation, salvage value, and current removal costs shall be completed every 5 years, for the life of the project, and approved by the Township Board. An SES owner may at any time:
 - i.** Proceed with the decommissioning plan approved by the Planning Commission under this Section and remove the system as indicated in the most recent approved plan; or
 - ii.** Amend the decommissioning plan with Planning Commission approval and proceed according to the revised plan.
- c.** Decommissioning an SES must commence when the soil is dry to prevent soil compaction and must be complete within 18 months after abandonment. An SES that has not produced electrical energy for 12 consecutive months shall prompt an abandonment hearing.

SECTION V EFFECTIVE DATE:

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

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP

MEMORANDUM



Date: October 2, 2023

To: Township Board

From: James Porter – Legal Department

Subject: Second Reading of Height Standards for Single-Family and Two-Family Dwellings: Sections 2.20 Definitions, 42.30 Development Standards, and 50.30 Residential Dwelling Standards

Objectives

To accept for Second Reading and adopt the Height Standards for Single-Family and Two-Family Dwellings: Sections 2.20 Definitions, 42.30 Development Standards, and 50.30 Residential Dwelling Standards.

Recommended Motion

I make the motion to accept the Second Reading and adopt the Height Standards for Single-Family and Two-Family Dwellings: Sections 2.20 Definitions, 42.30 Development Standards, and 50.30 Residential Dwelling Standards.

Background

Consideration of amendment to the Oshtemo Charter Township Zoning Ordinance to reflect the provisions of Sections 2.20 Definitions, 42.30 Development Standards, and 50.30 Residential Dwelling Standards.

Information Provided

I have attached a copy of the proposed Ordinance regarding text amendment changes for Sections 2.20 Definitions, 42.30 Development Standards, and 50.30 Residential Dwelling Standards of the Zoning Ordinance.

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO.

Adopted: _____

Effective: _____

OSHTEMO CHARTER TOWNSHIP ORDINANCE

An Ordinance to amend the Oshtemo Charter Township Zoning Ordinance, Section 2.20 Definitions, Section 42.30 Development Standards and Section 50.30 Residential Dwelling Standards. This Ordinance repeals all Ordinances or parts of Ordinances in conflict.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN
ORDAINS:

SECTION I. AMMENDMENT TO SECTION 2.20 DEFINITIONS, WHICH SHOULD READ, IN SUMMARY, AS FOLLOWS:

2.20 DEFINITIONS

Height (building height) -Building height shall be measured from the elevation of the average of the highest and lowest adjacent finished grade to:

1. Mansard, Gable, Hip, or Gambrel Roof. The average height between the eaves and ridge.
2. Parapet/Flat Roof. The highest point of the roof.
3. Other Roof Type. A point equivalent to the roof types specified in this section, as determined by the Zoning Administrator.

In the case of artificially raising the natural grade of the building site, the average high and low point of the pre-existing natural grade shall be used when calculating building height.

SECTION II. AMENDMENT TO SECTION 42.30 DEVELOPMENT STANDARDS, WHICH SHOULD READ, IN SUMMARY, AS FOLLOWS:

42.30 DEVELOPMENT STANDARDS

-
- A. Density. The overall density of a condominium development shall be as follows:
1. R-2 District – 4 dwelling units per acre

2. R-3 District – 4 dwelling units per acre
 3. R-4 District – 6 dwelling units per acre
- B. In the event the development lies in more than one zoning classification, the number of dwelling units shall be computed for each zoning classification separately.
 - C. Units per Building. A two-unit building shall be permitted in the R-2 District. Up to a four-unit building shall be permitted in the R-3 and R-4 Districts.
 - D. Building height shall not exceed 35 feet in Height.

SECTION III. AMENDMENT TO SECTION 50.30 RESIDENTIAL DWELLING STANDARDS, WHICH SHALL READ, IN SUMMARY, AS FOLLOWS:

50.30 RESIDENTIAL DWELLING STANDARDS

A building, mobile home, pre-manufactured or pre-cut dwelling structure designed and used for a single-family or two-family dwelling shall comply with the following standards:

- A. The minimum floor to ceiling height shall be 7.5 feet.
- B. Building height shall not exceed 35 feet in Height.
- C. At least 50 percent of the longest side of a dwelling must also have a depth of not less than 24 feet. In the case of a single story, two-family dwelling, at least 50 percent of the longest side of each dwelling unit shall have a depth of not less than 24 feet.
- D. Be permanently attached to a solid foundation or in the case of mobile homes, connected to piers, constructed on the site in accordance with the Michigan Building Code and any manufacturer's specifications. The dwelling shall be fully enclosed with a permanent wall around its perimeter extending from the footing or slab to the ground floor. The perimeter wall shall be constructed of concrete, concrete block, wood, or other material, comparable to those used to construct the foundation of site-built homes; in no case shall metal, plastic or vinyl skirting be utilized.
- E. No exposed wheels, towing mechanisms, undercarriage, or chassis will be permitted. Any space that may exist between the foundation and the ground floor of the dwelling will be fully enclosed by an extension of the foundation wall along the perimeter of the dwelling.
- F. The dwelling will be connected to a public sewer and water supply or to such private facilities approved by the local health department.
- G. The dwelling must contain permanently attached steps connected to exterior door areas or to porches connected to said door areas where a difference in elevation requires the same.
- H. The dwelling must contain no additions of rooms or other areas which are not constructed with an appropriate foundation and permanent attachment to the principal structure.
- I. The dwelling complies with all pertinent building and fire codes including, in the case of mobile homes, the standards for mobile home construction as contained in the United States Department of Housing and Urban Development (HUD) regulations entitled

"Mobile Home Construction and Safety Standards," effective June 15, 1976, as amended. Where a dwelling is required by law to comply with any federal or state standards or regulations for construction and where such standards or regulations allow standards of construction which are less stringent than those imposed by the Michigan Building Code, then and in that event, the less stringent federal or state standards or regulation will apply.

- J. The foregoing standards shall not apply to a mobile home located in a licensed mobile home park except to the extent required by state law or otherwise specifically required in the ordinance of the Charter Township of Oshtemo pertaining to such parks.
- K. Energy-saving earth shelter homes shall be constructed with a completely earth-covered roof having a structural roof system with a slope of not less than one-half inch of rise per foot of run, or constructed with a roof which is not completely earth-covered having a slope with at least a five-inch rise for each 12 inches of run, and in either case, containing at least one exposed vertical exterior elevation not less than 7.5 feet in height by 24 feet in width designed and constructed in accordance with Michigan Building Code regulations pertinent thereto and without any accommodation for any dwelling units above ground.

SECTION IV EFFECTIVE DATE AND REPEAL.

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

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

September 19, 2023

Cheri Bell, Supervisor
Oshtemo Township, Kalamazoo County
7275 W. Main Street
Kalamazoo, MI 49009-9334

Dear Cheri Bell,

Reason Consulting recently conducted an assessment roll and practices audit, as required by Public Act 660 of 2018, on behalf of the State Tax Commission in your local unit. The following is a summary of the audit findings:

Substantial Compliance Review Item	Requirement Met (Yes/No)
1. Does the local unit have properly developed and documented land value determinations?	Yes
2. Does the local unit have properly developed and documented Economic Condition Factors?	Yes
3. Does the local unit have less than 1% of parcels in override and less than 1% flat land values?	Yes
Technical Compliance Review Item	
4. Does the local unit use an STC approved computer-assisted mass appraisal system?	Yes
5. Does the local unit have and follow a policy detailing assessing office accessibility?	Yes
6. Does the local unit provide online access to assessing information?	Yes
7. Does the local unit provide contact information on notices to taxpayers?	Yes
8. Does the local unit ensure that support staff and Board of Review members are sufficiently trained?	Yes
9. Does the local unit comply to statute requirements in respect to any property tax administration fee?	Yes
10. Does the local unit conduct an annual personal property canvass?	Yes
11. Does the July and December Board of Review meetings comply with statutory authority?	Yes
12. Does the local unit have an adequate process for determining exemptions?	Yes

Technical Compliance Review Item	Requirement Met (Yes/No)
13. Does the local unit meet the requirements outlined in the STC publication "Supervising Preparation of the Assessment Roll"?	Yes
14. Does the local unit have proper Poverty Exemption guidelines, including an asset level test, and was the policy followed?	No
15. Has the local unit implemented CAMA Data Standards as currently adopted by the STC?	Yes

An electronic version of your PA 660 Audit with detailed comments regarding each item is available through your assessor's MiSuite portal.

Based on the findings of the audit, your local unit is given the designation of **substantially compliant**. We expect the technical issues found will be corrected in a timely manner. If assistance is needed, or there are questions regarding correcting deficiencies, please email the State Tax Commission at State-Tax-Commission@michigan.gov. No follow up review is required at this time.

If there is a disagreement of the findings of the audit, you may file a written petition within 30 days of receiving this notice with the State Tax Commission challenging the determinations made. Petitions must be sent to the Commission at State-Tax-Commission@michigan.gov.

We thank you for your cooperation throughout this process.

Sincerely,



David A. Buick, Executive Director
State Tax Commission

Memorandum

Date: October 2, 2023
To: Township Board
From: James Porter, Legal Department
Subject: Oshtemo Charter Township's Building Department



Objectives

To adopt the Resolution Establishing Oshtemo Charter Township's Building Department.

Motion

I make the motion to adopt the Resolution Establishing Oshtemo Charter Township's Building Department authorizing the Township to organize the Building Department to administer and enforce the State Construction Code pursuant to Ordinance No. 530.

Background

The Charter Township of Oshtemo entered into an Interlocal Agreement to enforce and administer the State Construction Code through a jointly established Building Authority known as the Southwest Michigan Building Authority (SMBA). The Southwest Michigan Building Authority (SMBA) Board recommended that the Southwest Michigan Building Authority (SMBA) be dissolved, and the participating municipalities have both voted to dissolve the Southwest Michigan Building Authority (SMBA). To administer and enforce the State Construction Code the Charter Township of Oshtemo needs to establish its own Building Department.

Information Provided

Attached you will find the Resolution Establishing Oshtemo Charter Township's Building Department.

Core Values

Public Service

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

RESOLUTION
ESTABLISHING OSHTEMO CHARTER TOWNSHIPS BUILDING DEPARTMENT

WHEREAS, the Charter Township of Oshtemo assumed the responsibility to administer and enforce the State Construction Code by adoption of Ordinance No. 530, Section 274, in its compiled Ordinances and;

WHEREAS, the Charter Township of Oshtemo entered into an Interlocal Agreement to enforce and administer the State Construction Code through a jointly established Building Authority known as the Southwest Michigan Building Authority (SMBA) and;

WHEREAS, the Southwest Michigan Building Authority (SMBA) Board recommended that the Southwest Michigan Building Authority (SMBA) be dissolved and;

WHEREAS, the participating municipalities have both voted to dissolve the Southwest Michigan Building Authority (SMBA) and;

WHEREAS, the Charter Township of Oshtemo needs to take the necessary steps to administer and enforce the State Construction Code on behalf of the Township and;

WHEREAS, in order to administer and enforce the State Construction Code the Charter Township of Oshtemo needs to establish its own Building Department and;

THEREFORE, the Charter Township of Oshtemo does hereby establish a Building Department and authorizes the Township Supervisor to organize the Building Department to administer and enforce the State Construction Code pursuant to Ordinance No. 530 and;

The Township Supervisor is further directed to hire the necessary staff and contract with the necessary inspectors needed to comply with Ordinance No. 530 and;

The Township Supervisor is further authorized to oversee the transition from the Southwest Michigan Building Authority (SMBA) to the new Charter Township of Oshtemo Building Department and take all necessary steps to complete the transition and dissolution of the Southwest Michigan Building Authority (SMBA).

A motion was made by _____, seconded by _____, to adopt the foregoing Resolution.

Upon a roll call vote, the following voted "Aye":

The following voted "Nay":

The following "Abstained":

The following member was absent:

The Supervisor declared that the Resolution has been adopted by at least 2/3 of the members of the Board.

DUSTY FARMER, Clerk
Oshtemo Charter Township

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an excerpt of the Minutes of a regular meeting of the Oshtemo Charter Township Board, held on October 10, 2023, at which meeting _____members were present and voted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

DUSTY FARMER, Township Clerk

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

RESOLUTION REGARDING
CLOSED SESSION OF 10/10/2023

WHEREAS, it is necessary for the Township Board to meet and consult with its Attorney for the purpose of discussing Written Opinion of Counsel regarding proposed Fire and Safety Special Assessment District #2 and possible purchase of real estate and to do so in an open meeting would have a detrimental effect upon the Township's position, and would disclose matters protected by attorney-client privilege; and

WHEREAS, Section 8 of the Open Meetings Act, 1976 PA 267, as amended, permits a public body to meeting in closed session to consult with its Attorney regarding material exempt from discussion and disclosure as set forth above.

NOW, THEREFORE, BE IT RESOLVED that, in accordance with the Open Meetings Act, the Oshtemo Charter Township Board hereby determines to meet in closed session this 10th day of October, 2023, to consult with its Attorney regarding Written Opinion of Counsel for the Fire and Safety Protection Special Assessment District No.2, and for Consideration of the Purchase of Real Estate, and to consider material exempt from discussion or disclosure by State law.

A motion was made by _____ seconded by _____ to adopt the foregoing Resolution.

Upon a roll call vote, the following voted "Aye":

The following voted "Nay":

The following "Abstained":

The following member(s) were absent:

The Supervisor declared that the Resolution has been adopted by at least 2/3 of the members of the Board.

DUSTY FARMER, Clerk
Oshtemo Charter Township

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a regular meeting of the Oshtemo Charter Township Board, held on October 27, 2023, at which meeting five members were present and voted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

DUSTY FARMER, Township Clerk

Memorandum



Date: October 2, 2023
To: Township Board
From: James Porter — Legal Department
Subject: Fire and Safety Protection Special Assessment District No. 2

Objectives

To adopt the Resolution of Intent to Establish the Fire and Safety Protection Special Assessment District No. 2 and set the public budget hearing.

Recommended Motion

I make the motion to adopt the Resolution of Intent to Establish the Fire and Safety Protection Special Assessment District No. 2 and set the public budget hearing.

Background

I know the Board is aware of the increasing cost of operating the Fire Department and the strain on the Fire Department's budget. After an extensive analysis, it is clear that much of the financial burden put on the Fire Department comes from those areas that are zoned as commercial, multi-family and high-density residential within the Township. We split the Police Special Assessment District for the same reason the Fire Department is requesting that we split the Fire Special Assessment District. The Fire Department is requesting that we do the same to allow for a different allocation of the costs in the new District.

Information Provided

Attached you will find the excerpt of Meeting Minutes that includes a Resolution of Intent to Establish Fire and Safety Protection Special Assessment District No. 2 and a Map of the Fire and Safety Special Assessment District No. 2.

Core Values

Sustainability

CHARTER TOWNSHIP OF OSHTEMO

KALAMAZOO COUNTY, MICHIGAN

**Excerpt from Minutes of a Regular Meeting of the Township Board
held at the Township Hall on Tuesday, October 10, 2023**

Members Present:

Member Absent:

The Supervisor referred the attention of the Board to the proposed new Fire and Safety Protection Special Assessment District No. 2, to those geographic areas within the Township especially benefitted thereby for the purpose of defraying a portion of the expense of Fire and Safety Protection. The District as proposed will include that land area included within the Fire and Safety Protection Special Assessment District No. 2, designed to serve commercial, multi-family and high density residential areas of the Township requiring a higher degree of Fire and Safety Services generally described in the attached Map labeled “**FIRE & SAFETY SPECIAL ASSESSMENT DISTRICT #2**”.

(More specifically described as Oshtemo Charter Township Fire and Safety Protection Special Assessment District No.2)

It was explained that the proposed levy of 5.75 mills would raise \$1,501,836.00 from new District and approximately \$2,683,575.00 from the existing district (total= \$4,185,411.00), which would, if levied, fund a portion of the Fire Department’s services within the Township.

Following review thereof, it was moved by _____, seconded by _____, that the estimates and description of the proposed district be placed on file with the Township Clerk for public examination pending a final decision upon the same.

The motion carried with ___ ayes and ___ nays.

It was then moved by _____, seconded by _____ to adopt the following Resolution:

**RESOLUTION OF INTENT
TO ESTABLISH FIRE AND SAFETY PROTECTION SPECIAL ASSESSMENT DISTRICT
NO. 2**

BE IT HEREBY RESOLVED, that the Township, pursuant to its own determination, does hereby tentatively declare its intent to create a new Fire and Safety Protection Special Assessment District No. 2, for the purpose of defraying a portion of the expense of Fire and

Safety Protection. It was proposed that 5.75 mills be levied, which would result in revenue of approximately \$1,501,836.00 which, along with the General Fire Protection Special Assessment District, would raise \$4,185,411.00 for Fire and Safety Protection in the Township.

BE IT FURTHER RESOLVED, that the Township Board does tentatively designate the special assessment district against which the costs of Fire and Safety Protection are to be assessed as the “Oshtemo Charter Township Fire and Safety Protection Special Assessment District No. 2, which shall include all the lands and premises within the Township as described in the attached Map labeled “**FIRE & SAFETY SPECIAL ASSESSMENT DISTRICT #2**”.

All lands not lying within the above-described area shall be included within the Oshtemo Charter Township General Fire Protection Special Assessment District.

BE IT FURTHER RESOLVED, that a hearing on any objections to the estimates and to the special assessment district proposed to be established for the assessment of the cost of Fire and Safety Protection shall be held at the Township Budget Hearing at Oshtemo Charter Township Hall at 7275 West Main Street, Kalamazoo, Michigan, commencing at 7:15pm.

BE IT FURTHER RESOLVED, that the Clerk is instructed to give proper notice of such hearing by mailing and publication in accordance with law and statute provided.

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same are hereby rescinded.

Upon roll call vote, the following voted “Yes”:

The following voted “No”:

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

DUSTY FARMER, Township Clerk

CERTIFICATE

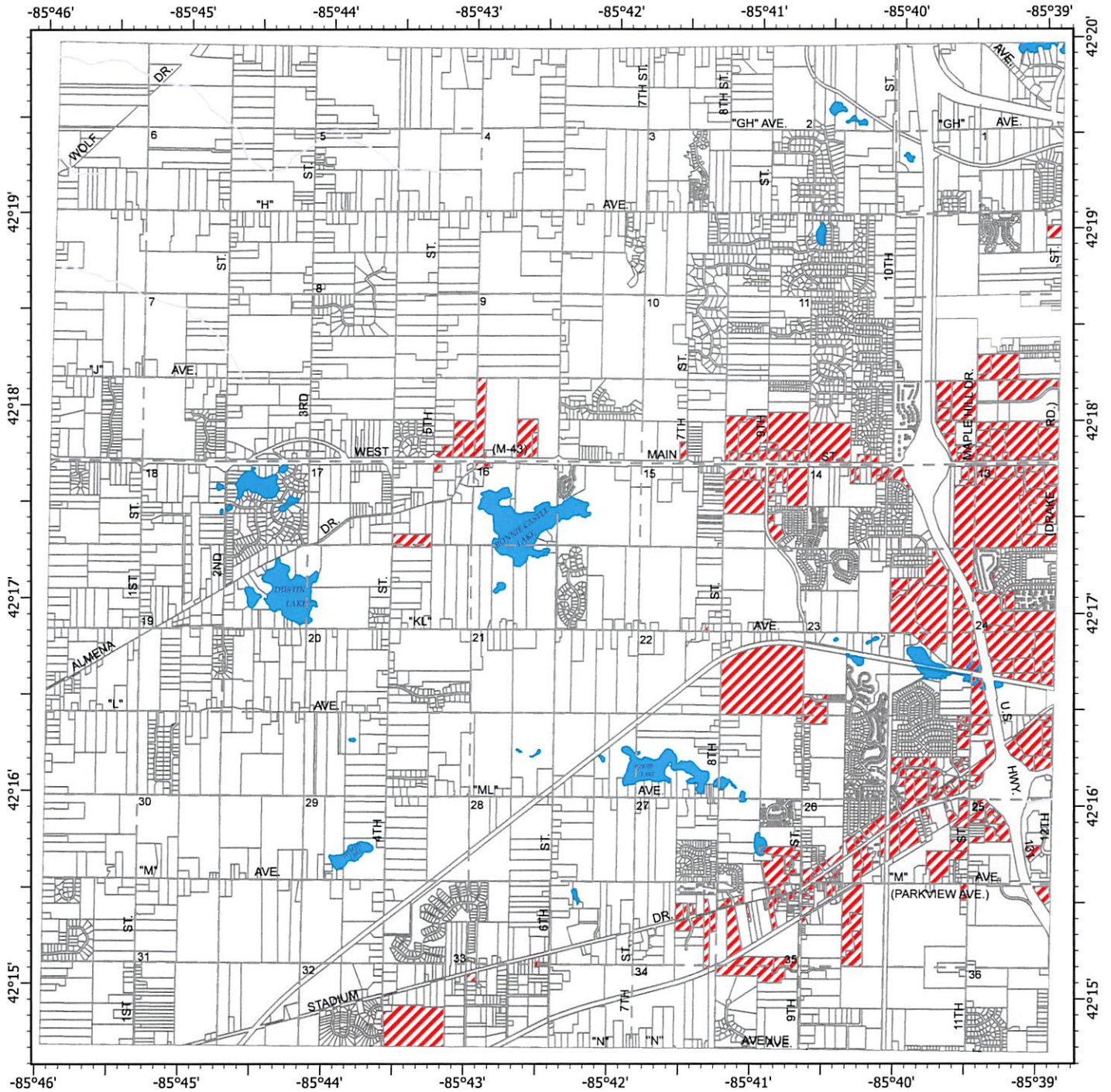
I, DUSTY FARMER, the duly elected Clerk of the Charter Township of Oshtemo hereby certifies that the foregoing constitutes a true copy of an Excerpt of the Minutes of a meeting of the Oshtemo Charter Township Board, Kalamazoo County, Michigan, held on October 10, 2023, at which meeting _____members were present as indicated in said Minutes and voted as therein set forth; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan, and the foregoing Excerpt contains all material pertinent to the Oshtemo Charter Township Fire and Safety Protection Special Assessment District No. 2.

DUSTY FARMER, Township Clerk








Oshtemo Charter Township Fire & Safety Special Assessment District #2

Kalamazoo County, Michigan



Legend

-  Fire and Safety Special Assessment District #2
-  Other Parcels
-  Section Lines
-  Oshtemo Township Boundary
-  Water Bodies
-  Waterways



Memorandum

Date: October 2, 2023
To: Township Board
From: Clerk Dusty Farmer
Subject: Early Voting County Agreement



Objective

Motion to authorize the Clerk to enter into agreement with Kalamazoo County for early voting for the 2024-2025 election cycles, and to work with the Township Attorney if there are any changes from another jurisdiction.

Background - Attorney Porter has reviewed the agreement.

Under the Michigan Constitution, as amended by Proposal 2022-2, all voters have the right to an early voting (EV) site for all federal and state elections. Prop 22-2 passed with 60% support statewide in November 2022. Forty-six states, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands offer early in-person voting to all voters (this includes states with all-mail elections). Three states—Alabama, Mississippi and New Hampshire—do not offer early in-person voting. Michigan is the only state that offers all 3 options (absentee/mail voting, early voting, and election day precinct voting).

Early voters have the same rights and are subject to the same requirements as voters at polling places on election day. Each early voting site must be open for nine consecutive days prior to an election, beginning on the second Saturday before an election and ending on the Sunday before the election. Sites must be open for at least eight hours for each of these nine days and can be open for additional days and hours. Results cannot be generated or reported from a voting site until after 8:00 p.m. on election day.

If a municipal clerk does not enter into a municipal or county agreement, then that clerk is responsible for administering early voting and have at least one early voting site for each federal and statewide election. Municipal clerks can set additional hours for voting beyond the required days and times, but not less.

Proposal 22-2 is the "biggest change in how we vote in a generation." Traditionally, Michiganders have cast their ballots at polling places on Election Day or used absentee ballots, which weren't tallied by officials until Election Day. Under the new laws, clerks can begin providing early, in-person voting where ballots can be filled out and fed into tabulators before Election Day.

While the projected Oshtemo Township share for the countywide Early Voting program with four voting sites is around \$36,000, much of that are one-time set-up costs (about \$15,000). The state requires the allocation of tabulators, voter assist terminals, and ePollbooks (laptops) to be devoted to the Early Voting site and not permitted for additional use in precincts. Such costs will only be incurred the first year with subsequent years focusing solely on operations.

Under State law, a County is not required to participate in Early Voting and as such, does not need to have a proportionate share of costs. However, assets will be purchased proportionally by the County.

Information Provided

- INTERGOVERNMENTAL AGREEMENT FOR EARLY VOTING ELECTION SERVICES BETWEEN KALAMAZOO COUNTY AND ASSOCIATED MUNICIPALITIES

Core Values

Public Service, Professionalism, Integrity, Fiscal Stewardship)

INTERGOVERNMENTAL AGREEMENT FOR EARLY VOTING ELECTION SERVICES
BETWEEN KALAMAZOO COUNTY AND ASSOCIATED MUNICIPALITIES

This county agreement (hereinafter "Agreement"), is made the date the last party signs the Agreement (hereinafter the "Effective Date") pursuant to the authority granted by MCL 168.720g between the County of Kalamazoo, a municipal corporation and political subdivision of the State of Michigan, located at 201 W. Kalamazoo Avenue, Kalamazoo, Michigan 49007 and the following municipalities located in Kalamazoo County: Cities of Galesburg, Kalamazoo, Parchment, Portage; the Charter Townships Comstock, Cooper, Kalamazoo, Oshtemo, Texas; and the Townships of Alamo, Brady, Charleston, Climax, Prairie Ronde, Richland, Ross, Schoolcraft, and Wakeshma (collectively, the "Participating Jurisdictions").

- A. Early voting sites are required by the Michigan Constitution, Article II § 4 (1)(m) and MCL 168.720b(2) to remain open for at least nine (9) consecutive days for in-person voting for each statewide and federal election beginning on the second Saturday before the election and ending on the Sunday before the election, for at least eight (8) hours each day.
- B. Article II § 4 (1)(m) of the Michigan Constitution, provides that a jurisdiction conducting an election may enter into an agreement with the clerk of the county in which it is located, authorizing the county clerk to conduct early voting on behalf of the jurisdiction.
- C. The Participating Jurisdictions identified in this Agreement have requested that the Kalamazoo County Clerk ("County Clerk") conduct early voting (as described and defined in this Agreement) in accordance with MCL 168.720g on their behalf, and have agreed to comply with all terms and conditions of this Agreement, including the obligation to reimburse Kalamazoo County for all Reimbursable Expenses as provided in this Agreement.
- D. Kalamazoo County, acting through the County Clerk, is willing to assist the Participating Jurisdictions conducting elections within Kalamazoo County by providing the requested early voting services under the terms and conditions of this Agreement.

NOW, THEREFORE in consideration of the mutual promises and representations, set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Participating Jurisdictions and Kalamazoo County agree as follows:

1. **DEFINITIONS** The following words and expressions used in this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
 - 1.1 **Agreement** means the terms and conditions of this Agreement, or any other mutually agreed upon written and executed modification, amendment, exhibit, and/or attachment to this Agreement in accordance with MCL 168.720a(a).
 - 1.2 **Early Vote Coordinator** means the individual appointed by the County Clerk to provide oversight, to ensure sufficient resources are available and timely dispatched to each early voting site, and to monitor the administrative requirements of early voting for the Participating Jurisdictions within the meaning of MCL 168.720g(2).
 - 1.3 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality, as described in

MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).

- 1.4 **Participating Jurisdiction** means one (1) or more municipalities located in Kalamazoo County, created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors. Clerks in the Participating Jurisdictions are referred to herein as "Participating Jurisdiction Clerks."
- 1.5 **QVF** means the Qualified Voter File as described in MCL 168.509m.
- 1.6 **QVF Controller** means the individual appointed by the County Clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.
- 1.7 **Reimbursable Expenses** include but are not limited to all reasonable costs incurred by Kalamazoo County in connection with the facilitation of early in-person voting on behalf of all Participating Jurisdictions to this Agreement and as described in Sections 9.1, 10.3, and 11.2 of this Agreement.
- 1.8 **Site Supervisor** means the Participating Jurisdiction Clerk, their designated representative, or a member of the County Clerk's staff who shall act as Site Supervisor for each site for early voting for each day of early voting. The County Clerk may appoint a different Participating Jurisdiction Clerk, a member of a Participating Jurisdiction Clerk's staff or member of the County Clerk's staff to act as a Site Supervisor for different days of early voting.

2. **PURPOSE OF THE AGREEMENT**

- 2.1 Kalamazoo County, acting through the Kalamazoo County Clerk/Register of Deeds' Office ("County Clerk"), and in consultation with the Participating Jurisdictions, agrees to conduct and administer, in accordance with the constitution and laws of the State of Michigan, no more than four (4) early voting sites, per applicable state or federal election, on behalf of the Participating Jurisdictions. The Early voting sites shall be administered by the County Clerk, or their designated representative, who shall organize, approve, and monitor the administrative requirements of early voting. Kalamazoo County agrees to perform the services and to provide the materials and equipment of this Agreement through its employees, elected officials, and resources, subject to all terms and conditions of this Agreement, including but not limited to the right to Eligible Reimbursement from Participating Jurisdictions.

3. **SCOPE OF THE AGREEMENT**

- 3.1 The Agreement shall begin on the Effective Date and shall include any Participating Jurisdictions' applicable state or federal elections scheduled to occur between November 1, 2023, and December 31, 2025.

4. PARTIES TO THE AGREEMENT.

4.1 The parties to the Agreement include the following Participating Jurisdictions: Alamo Township, Brady Township, Charleston Township, Climax Township, Comstock Charter Township, Cooper Charter Township, City of Galesburg, City of Kalamazoo, Kalamazoo Charter Township, Oshtemo Charter Township, City of Parchment, City of Portage, Prairie Ronde Township, Richland Township, Ross Township, Schoolcraft Township, Texas Charter Township, Wakeshma Township and Kalamazoo County.

4.2 The following table represents the Participating Jurisdictions and the number of precincts, registered electors, and percentage of participating registered voters per Participating Jurisdiction to be used to calculate each Participating Jurisdiction’s proportional costs as described in 10.2 of this Agreement and any equitable distribution should the County withdraw from the Agreement (as of 10/2/2023):

Participating Jurisdiction	Address	Number of precincts	Number of registered electors	% of Participating registered voters
Alamo Township	7901 North 6 th Street Kalamazoo, MI 49009	2	3268	1.60%
Brady Township	13123 S. 24 th St., Vicksburg, MI 49097	2	3738	1.83%
Charleston Township	1499 South 38 th Street Galesburg, MI 49053	1	1618	0.79%
Climax Township	110 N. Main St. Climax, MI 49034	1	1932	0.94%
Comstock Charter Township	5858 King Highway, Kalamazoo, MI 49048	7	12712	6.23%
Cooper Charter Township	1590 West D Ave. Kalamazoo, MI 49009	5	8840	4.33%
City of Galesburg	200 East Michigan Ave. Galesburg, MI 49053	1	1556	0.76%
City of Kalamazoo	241 West South Street Kalamazoo, MI 49007	27	55176	27.02%

Kalamazoo Charter Township	1720 Riverview Dr. Kalamazoo, MI 49004	10	18085	8.87%
Oshtemo Charter Township	7275 West Main St Kalamazoo, MI 49009	10	18543	9.08%
City of Parchment	650 S. Riverview Drive Parchment, MI 49004	1	1499	0.74%
City of Portage	7900 S. Westnedge Ave Portage, MI 49002	19	40521	19.83%
Prairie Ronde Township	14050 S 6 th Street, Schoolcraft, MI 49087	1	1995	0.97%
Richland Township	7401 N. 32 nd St Richland, MI 49083	3	7138	3.49%
Ross Township	12086 M-89 Richland, MI 49083	2	4473	2.19%
Schoolcraft Township	50 East VW Avenue Vicksburg, MI 49097	4	7553	3.70%
Texas Charter Township	7110 West Q Avenue Kalamazoo, MI 49009	6	14495	7.10%
Wakeshma Township	13988 South 24th St Fulton, MI 49052	1	1054	0.52%

5. COORDINATOR

5.1 The County Clerk shall provide an Early Vote Coordinator who shall organize and monitor the administrative requirements including staffing, of early voting for Participating Jurisdictions. The Early Vote Coordinator will be a Kalamazoo County employee, and Kalamazoo County shall pay all wages, salaries, fringe benefits, workers' compensation insurance, unemployment compensation, and tax and social security withholdings, within the guidelines and policies of Kalamazoo County and the County Clerk.

- 5.2 The County Clerk intends to appoint the individual holding the Kalamazoo County staff position of “Elections Coordinator,” as of 10/1/2023 Shardae Chambers, to serve as the Early Vote Coordinator for the purposes of this Agreement.
- 5.3 The Early Vote Coordinator position shall, at all times, be held by an individual who is certified, qualified and trained in accordance with all administrative requirements of early voting, and is deputized as a deputy county clerk.
 - 5.3.1 If the Early Vote Coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the County Clerk may designate early voting site supervisors to assist with the staffing and supervision of early voting.
- 5.4 If the Early Vote Coordinator becomes unavailable for any reason, the County Clerk shall appoint a new Early Vote Coordinator.

6. QVF CONTROLLER

- 6.1 The County’s Elections Coordinator shall also serve as the Qualified Voter File (QVF) Controller of early voting information within the QVF for the purposes of this Agreement. The QVF Controller’s duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement.
- 6.2 The QVF Controller shall meet the security requirements of a QVF user at all times. If the QVF Coordinator becomes unavailable for any reason, the County Clerk will appoint a new QVF Coordinator.

7. EARLY VOTING SITES

- 7.1 The County Clerk, by way of the Early Vote Coordinator, shall administer no more than four (4) early voting sites for each Participating Jurisdictions’ applicable state or federal elections that fall within the term of this Agreement.
- 7.2 Pursuant to MCL 168.662, the County Clerk, after consulting the Participating Jurisdictional Clerks, shall submit each early voting site location to the Kalamazoo County Board of Election Commissioners for approval. The early voting site locations shall be finalized no later than sixty (60) days before the applicable election day.
- 7.3 There shall be a minimum of two (2) early voting sites located within the legal boundaries of the City of Kalamazoo. The City of Kalamazoo shall pay the full cost of a second early voting site located within the legal boundaries of the City of Kalamazoo, in addition to its proportional share of costs on all other early voting sites pursuant to 4.2.

8. EARLY VOTING HOURS

- 8.1 All early voting sites shall be open for the required nine (9) consecutive days, beginning on the second Saturday before a statewide or federal election and ending on the Sunday before a statewide or federal election, for a minimum of eight (8) hours per day.
- 8.2 To remain clear for the public and to minimize costs to all parties to the Agreement, the County Clerk will not approve any additional days or hours of early voting; however, each Participating Jurisdiction Clerk has the right to offer early voting on additional days and at their own set hours outside what is described in this Agreement.

9. COMMUNICATION STRATEGY

- 9.1** The County Clerk, or their designee shall launch a communication strategy to promote, motivate, encourage, and build confidence with local voters regarding participation in early voting. The detailed provisions of the communication strategy will keep the public informed as to early voting site locations, the hours of early voting, early voting education, and may include publications, press releases, brochures, billboards, radio spots, social media posts and ads, newsletters, and/or mailings. All reasonable costs incurred in connection with the communication strategy for the benefit of all Participating Jurisdictions shall be considered a Reimbursable Expense.
- 9.2** Not less than forty-five (45) days before Election Day, the County Clerk and each Participating Jurisdiction Clerk shall give public notice of the dates and hours for early voting at early voting site or sites by posting notices on Kalamazoo County's and each Participating Jurisdiction's website and/or by any other publication or posting as the County Clerk determines to be necessary.
- 9.3** The County Clerk shall provide notice to each registered elector of the Participating Jurisdictions entitled to vote at early voting sites no later than forty-five (45) days before the first day of early voting for the applicable election. The notice shall include the location and hours of operation of the approved early voting sites for each day early voting is offered and such notice shall be by mail or other method designed to provide actual notice to each registered elector.
- 9.3.1** If there is a change to an early voting site location, the County Clerk shall provide notice of any such change, to each registered elector of the Participating Jurisdictions entitled to vote at the early voting site no later than twenty-one (21) days before the first day of early voting as to the new early voting site. The notice shall include the location of the new early voting site and such notice shall be by mail or other method designed to provide actual notice to the registered elector. The County Clerk, or designated staff, shall also post a sign at the location of the former early voting site that identifies the location of the new early voting site.

10. BUDGET AND COST SHARING

- 10.1 Projected Cost Summary.** The parties to this Agreement developed a projected cost summary for costs associated with performance under this Agreement that is incorporated herein by reference and attached as **Exhibit C**. For the term of this Agreement, Kalamazoo County shall provide annually a revised projected cost summary within the guidelines of Kalamazoo County's total budget. The parties acknowledge that the costs set forth in Kalamazoo County's projected cost summary are only estimates. Kalamazoo County will attempt to keep billings to the Participating Jurisdictions as close to the original projected cost summary as is practicable considering the overall County Clerk's budget, Kalamazoo County's staffing policies and activities, and cost demands for performance under this Agreement. Kalamazoo County reserves the right to modify the projected cost summary if the projected and/or actual costs change for any reason, including, but not limited to, if any of the Participating Jurisdictions withdraws from the Agreement in accordance with Section 18 of this Agreement, subject to the requirement that Kalamazoo County give advance written notice pursuant to the notice requirements of this Agreement.

10.2 Responsibilities of Participating Jurisdictions: Each Participating Jurisdiction shall pay its portion of Kalamazoo County’s actual costs for services and equipment estimated in **Exhibit C**, determined on a proportional basis by share of registered voters among Participating Jurisdictions (see 4.2), less costs paid for by available and awarded grant funding. Kalamazoo County shall bill Participating Jurisdiction after each election according to **Exhibit C**, and Participating Jurisdictions shall pay Kalamazoo County within thirty (30) days following receipt of the invoice.

10.2.1 Any disputed charges must be addressed in writing to the County Clerk within this thirty (30) day window.

10.2.2 The City of Kalamazoo shall pay the full cost of a second early voting site located within the legal boundaries of the City of Kalamazoo, in addition to its proportional share of costs on all other early voting sites pursuant to 4.2.

10.3 County Reimbursable Expenses: The Participating Jurisdiction shall pay Kalamazoo County for all Reimbursable Expenses. Reimbursable Expenses will be invoiced to the Participating Jurisdiction in sufficient detail and with supporting documentation, as may be reasonably required by the Participating Jurisdiction. Reimbursable Expenses, include, but are not limited to the Participating Jurisdiction’s proportional share of office supplies, printing, publishing, postage, mileage, communication, website posting, and other reasonable costs incurred by Kalamazoo County in performance of this Agreement for the benefit of Participating Jurisdictions.

11. EQUIPMENT AND SUPPLIES

11.1 The County Clerk shall purchase all necessary equipment and supplies to administer early voting per this Agreement and shall maintain and secure the equipment for future use.

11.2 Kalamazoo County shall coordinate all ongoing maintenance costs for the tabulators, voter assist terminals, and print-on-demand devices which shall be charged back to Participating Jurisdictions proportionately as indicated in 10.2 and 4.2 as Reimbursable Expenses.

11.3 If the County withdraws from this Agreement, all assets purchased and billed back to Participating Jurisdictions as Reimbursable Expenses under the Agreement (see 10.3) shall be distributed to remaining Participating Jurisdictions in an equitable and timely manner, as mutually agreed upon by the remaining Participating Jurisdictions. Distribution shall have a rational relationship to each Participating Jurisdiction’s contribution. Participating Jurisdictions that withdraw from the Agreement shall not receive a distribution of assets. Assets secured by the County through grants or other funding not billed back to Participating Jurisdictions shall remain assets of the County and are not subject to distribution. However, if the County withdraws from this Agreement, to the extent possible and considering the County’s obligation to provide early voting on its own behalf, the County will work with former Participating Jurisdictions to allow for the temporary use of County-owned, grant-funded equipment to facilitate local early voting.

12. TABULATORS, VOTER ASSIST TERIMNALS, AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S)

- 12.1 The County Clerk, or designated Participating Jurisdiction Clerk, shall configure all tabulators, voter assist terminals (VAT), and early voting poll book laptops used at each early voting site in one of the ways set forth in MCL 168.720j(5).
- 12.2 The County Clerk, or designated representative, shall program all electronic voting equipment no later than forty-five (45) days before each applicable election day.
- 12.3 The Kalamazoo County Board of Election Commissioners or their authorized designated representative, shall conduct all public logic and accuracy testing of the electronic voting equipment used at early voting sites in Kalamazoo County no later than five (5) days before the start of early voting in accordance with State of Michigan legal and administrative requirements.
- 12.4 The County Clerk or designated Participating Jurisdiction Clerk, shall set up the early voting poll book and early voting poll book laptops throughout the duration of early voting provided under this Agreement.

13. EARLY VOTING STAFFING

- 13.1 The County Clerk, with the assistance of the Participating Jurisdictional Clerks, shall staff each of the early voting sites with trained election inspectors¹. All election inspectors shall be selected and appointed by Kalamazoo County Board of Election Commissioners in accordance with MCL 168.674.
 - 13.1.1 The Kalamazoo County Board of Election Commissioners shall notify appointed election inspectors of their appointment a minimum of thirty-one (31) days, but not more than fifty (50) days, before each applicable statewide and federal election.
- 13.2 The County Board of Election Commissioners shall designate one appointed election inspector from each early voting site as chairperson.
- 13.3 Each Participating Jurisdiction Clerk shall provide the County Clerk with the list of election inspectors recruited by the Participating Jurisdiction Clerk to serve at early voting locations a minimum of ninety (90) days before each applicable statewide and federal election.
- 13.4 All election inspectors appointed for early voting shall be Kalamazoo County appointees. Kalamazoo County shall pay all hourly rates for appointed election inspectors within the guidelines and policies of Kalamazoo County and the County Clerk, in accordance with the rates noted in **Exhibit C**.
- 13.5 The Early Vote Coordinator shall ensure each early voting site is staffed by a minimum of one (1) Participating Jurisdiction Clerk, appointed by the County Clerk in accordance with MCL 168.720g(7) or one (1) individual from the County serving in their place, to act as Site Supervisor for each day of early voting during each applicable state or federal election. Each Participating Jurisdiction Clerk shall submit their availability to act as Site Supervisor for the duration of early voting to the County Clerk upon request. The County Clerk, based on these availabilities, shall appoint one (1) Site Supervisor per early voting site daily to supervise and operate the site in the same manner as the Participating Jurisdiction Clerk

¹ The minimum number of trained election inspectors per site per day is estimated in **Exhibit A** but may be modified and adjusted by the County Clerk based on needs and communicated in advance of any adjustments in a written notice sent to the Participating Jurisdictional Clerks, to be sent via email.

does for an election day polling place. The Participating Jurisdiction Clerks appointed may delegate the responsibilities of Site Supervisor to a member of the Participating Jurisdiction Clerk's staff, subject to advance notification to County Clerk.

- 13.6** Each Participating Jurisdiction shall identify one (1) individual to serve as a Site Supervisor of an early voting site for a minimum of one (1) complete shift per applicable state or federal election. A complete shift for purposes of this Agreement means an eleven hour (11) shift.
- 13.7** If the Participating Jurisdiction Clerk is unable to meet its obligations under 13.6 above, the County Clerk, or designated staff, may act as Site Supervisor. The Participating Jurisdiction Clerk shall be notified of Site Supervisor appointments a minimum of four (4) weeks prior to the second Saturday before the election. All Participating Jurisdiction Clerks shall be considered as acting only in furtherance of their own Participating Jurisdiction's governmental interests and shall not be considered employees of Kalamazoo County for purposes of this Agreement and will not be paid by Kalamazoo County for services rendered under this Agreement.
- 13.8** The Early Vote Coordinator, or their designee shall monitor and help administer early voting by traveling to each early voting site as necessary.
- 13.9** The County agrees to seek funding to support a contract with its identified voting equipment vendor to provide technical support during the early voting period. In the event the County is unable to secure such funding, the County may, but is not required to pursue a contract with its identified voting equipment vendor to provide technical support during the early voting period either through County funds, or as an Eligible Reimbursement cost as mutually agreed upon by the parties to this Agreement.

14. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY

- 14.1** The Early Vote Coordinator shall:
 - (1) be responsible for compliance with the closing procedures required by MCL 168.720j(8) and 720j(9) and any applicable instructions issued by the Secretary of State during early voting;
 - (2) secure specified election materials in compliance with MCL 168.720j(10) and any applicable instructions issued by the Secretary of State; and
 - (3) oversee the conclusion of Election Day, including compliance with the closing procedures at the conclusion of Election Day required by in MCL 168.720j(11) and any applicable instructions issued by the Secretary of State.

15. EARLY VOTING RECEIVING BOARD

- 15.1** The County Clerk, with the assistance of Participating Jurisdiction Clerks, shall submit the names of potential trained election inspectors to the Kalamazoo County Board of Election Commissioners.
- 15.2** The Kalamazoo County Board of Election Commissioners shall appoint an Early Vote Receiving Board.
 - 15.2.1** The Early Vote Receiving Board is required to arrive at a site designated by the County Clerk by 7:15 PM on the applicable Election Day to complete end-of-

election-day procedures in compliance with canvass and reporting requirements at 8:00 PM, as required by MCL 168.720j(11)-(14) and MCL 168.801-810.

15.2.2 The Early Vote Receiving Board shall canvass the early vote returns on Election Day and report early voting results to the County Clerk.

16. PROCESS TO NOTICE SECRETARY OF STATE

16.1 The County Clerk, or designated representative, shall submit the Early Voting Plan, attached as **Exhibit A**, as well as any amendments to that early voting plan as described in one (1) or more amendments to this Agreement, to the Michigan Secretary of State no later than one-hundred twenty (120) days before the first statewide or federal election in an even-numbered year.

16.2 The County Clerk, or designated representative, shall submit to the Michigan Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by Kalamazoo County and Participating Jurisdictions a minimum of forty-five (45) days before the first early voting day allowed by statute to facilitate the proper posting of information on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

16.3 The Early Vote Coordinator shall transmit all communications regarding changes to locations, days, and hours of early voting to Participating Jurisdiction Clerks a minimum of forty-eight (48) hours prior to submission to the Michigan Secretary of State.

17. TERM OF AGREEMENT

17.1 The Effective Date of this Agreement shall be the date the last party signs the Agreement and applies to state or federal elections occurring between November 1, 2023 and continuing through December 31, 2025. This Agreement may be renewed thereafter for one (1) additional two (2) year term, by mutual written agreement of the parties, which shall be obtained a minimum of one hundred twenty-five (125) days before the first regularly scheduled statewide or federal election in 2026.

18. NOTICE OR WITHDRAWAL

18.1 Participating Jurisdictions may withdraw from this Agreement by providing a thirty (30) calendar day advance written notice to Kalamazoo County and all other parties in accordance with the terms of this Agreement. A Participating Jurisdiction Notice to Withdraw, or any other notice/communication required, or permitted under this Agreement from a Participating Jurisdiction to Kalamazoo County shall be deemed compliant with the notice requirements of this Agreement if the Participating Jurisdiction sending the notice/communication hand delivers the notice or communication to the County Clerk, or their authorized designee, or if the Participating Jurisdiction sends the notice/communication through First Class United States Postal Service to Kalamazoo County. The parties agree that notices and communications from Participating Jurisdictions to Kalamazoo County shall be sent to the following addresses:

Office of the Kalamazoo County Clerk & Register of Deeds

ATTN: Meredith Place, Kalamazoo County Clerk/Register of Deeds
201 West Kalamazoo Avenue
Kalamazoo, Michigan 49007
Email: elections@kalcounty.com

With a copy to:

Kalamazoo County Office of Corporation Counsel
ATTN: Angelina M. Barnes, Kalamazoo County Corporation Counsel
201 West Kalamazoo Avenue
Kalamazoo, Michigan 49007
Email: ambarn@kalcounty.com

Notices to all other parties shall be directed to the addresses for Participating Jurisdictions as shown in 4.2 of this Agreement.

- 18.2** This Agreement is an intergovernmental cooperative agreement and not a personal services agreement. If an elected or appointed clerk is no longer serving in his/her capacity, the obligations under this Agreement shall continue unless a notification to withdraw is provided in accordance with Paragraph 18, herein. The County or Participating Jurisdiction that has a new or different person in the Clerk's position identified herein shall provide notification to all other entities hereto within 30 calendar days of such appointment/election and shall verify or provide new contact information within the same timeframe.
- 18.3** Kalamazoo County may withdraw from this Agreement by providing a thirty (30) calendar day advance written notice to all Participating Jurisdictions in accordance with the terms of this Agreement. A Kalamazoo County Notice to Withdraw, or any other notice/communication required, or permitted under this Agreement from Kalamazoo County to a Participating Jurisdiction shall be deemed to satisfy the notice requirements of this Agreement if Kalamazoo County hand delivers the notice or communication to a representative of the Participating Jurisdiction, or their authorized designee, or if Kalamazoo County sends the notice/communication through First Class United States Postal Service to a Participating Jurisdiction. The parties agree that notices and communications from Kalamazoo County to Participating Jurisdictions shall be sent to the addresses shown in 4.2 of this Agreement for each Participating Jurisdiction.
- 18.4** A Participating Jurisdiction Notice to Withdraw, Kalamazoo County Notice to Withdraw, or action in any other notice/communication sent by a party to another party shall be considered received on the actual date received via First Class United States Postal Service, with the exception that notices/communications received on Saturdays, shall be considered received on Monday, to the extent Monday is not a County holiday, whereas notices/communications received on Saturdays, followed by a holiday, shall be considered received on the next County business day ("Receipt Date").
- 18.5** The County Clerk shall send a withdrawing Participating Jurisdiction an approval letter for withdrawal, with a simultaneous copy to all other parties to the Agreement, if the thirty

(30) calendar day advance written notice requirement described in this Agreement was met. The Agreement as to the withdrawing parties shall terminate thirty (30) calendar days from the Receipt Date described 18.3 if all deadlines are satisfied. (“Termination Date”).

- 18.6** If the request of a Participating Jurisdiction Notice to Withdraw Receipt Date falls within the one hundred fifty (150) calendar days before the statewide general November election in an even-numbered year and before the completion of the county canvass for that statewide general November election in that even-numbered year, the County Clerk shall send the Participating Jurisdiction a letter rejecting the termination of the Agreement; the Participating Jurisdiction shall continue to perform all responsibilities as outlined in this Agreement as the Participating Jurisdictions and Kalamazoo County agree that they may not withdraw from this Agreement during the period beginning one-hundred fifty (150) calendar days before the first statewide general November election in an even-numbered year and ending on the completion of the county canvass for that statewide general November election in that even-numbered year. A Participating Jurisdiction that withdraws from this Agreement is still obligated to reimburse Kalamazoo County for any proportional share of costs incurred by Kalamazoo County through the Termination Date.
- 18.7** A Participating Jurisdiction that terminates this Agreement acknowledges and agrees that withdrawal from this Agreement shall result in forfeiture of the Participating Jurisdiction’s right to recover any costs, including those incurred by a Participating Jurisdiction for supplies and/or equipment, or any other expenditure made in connection with this Agreement, including any distribution contemplated under 11.3 herein.
- 18.8** If Kalamazoo County withdraws from the Agreement for any reason, the Agreement will cease to exist, on the Termination Date, and each Participating Jurisdiction Clerk shall submit a revised early voting plan to the Michigan Secretary of State to outline how they will meet their legal and administrative obligations for early voting.
- 18.9** If a Participating Jurisdiction withdraws from the Agreement for any reason, the Agreement shall terminate on the Termination Date, provided all requirements of the Agreement are satisfied. Upon termination, the withdrawing Participating Party shall submit a revised early voting plan to the Michigan Secretary of State to outline how they will meet their legal and administrative obligations for early voting.
- 18.10** Regardless of whether withdrawal is initiated by Kalamazoo County or a Participating Jurisdiction, both parties acknowledge and agree all legal and administration obligations provided through mutual cooperation of the parties, or by one party on behalf of the other pursuant to this Agreement shall cease with respect to the terminating parties, as of the Termination Date and each party shall assume all of their own legal and administrative responsibilities as if the Agreement had not been executed.
- 18.11** If a party seeks to enter this Agreement after it is already in effect within the limitations of the laws of the State of Michigan, a jurisdiction may enter into this County Agreement under MCL 168.720g for the remaining statewide and federal elections to be held in that year and the following year, and for any other elections included in the County Agreement. The agreement entered into may be a new written agreement, or a written

amendment to this Agreement if all of the parties to the agreement agree to the amendment.

18.12 The County reserves the right to terminate a Participating Jurisdictions participation in this Agreement for any of the following reasons which shall constitute a material breach of this Agreement:

18.12.1 Failure to perform obligations of this Agreement in good faith including but not limited to the requirement to execute the timely obligations of this Agreement, failure to submit required information and documentation to the County, failure to appoint necessary individuals to staff early election sites and to serve as Site Supervisors as required by the terms of this Agreement, and/or failure to adhere to mutually agreed upon communication strategy implemented by the County.

18.12.2 Failure to timely remit payment for Reimbursable Expenses in accordance with the terms and conditions of the Agreement.

19. INDEMNIFICATION AND HOLD HARMLESS

19.1 To the extent permitted by law, and without waiving governmental immunity, each party to this Agreement shall defend, indemnify, and hold the other parties, and their officers, employees, agents, and assigns, harmless from claims and any liability which arise out of and/or are the result of an alleged error, mistake, negligence, or intentional act or omission of the indemnifying party, its officers, employees, agents, and assigns arising out of and occurring with the term of the Agreement.

20. INSURANCE

20.1 The Participating Jurisdictions to the extent possible, shall include Kalamazoo County, the Kalamazoo County Clerk and its officers, employees, agents, and assigns as additional named insureds on a policy of liability insurance. The required insurance policy shall have commercial general liability policy limits of not less than \$1,000,000. Written proof of the existence of such insurances will be supplied by the Participating Jurisdictions and Kalamazoo County to each other as of the effective date of this Agreement, and at such times during the term thereafter, as Kalamazoo County or the Participating Jurisdictions may reasonably require per this Agreement.

To the extent the parties are self-insured the parties agree to seek the equivalent of adding the other party as an additional insured to a certificate of insurance as permitted.

21. MISCELLANEOUS

21.1 Severability. If one (1) or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions of this Agreement. Any such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, which shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

21.2 Entire Agreement and Amendment. In conjunction with matters covered by this Agreement, the Agreement contains the entire understanding and agreement of the

parties. There have been no promises, representations, agreements, warranties, or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth in this Agreement. The parties acknowledge that terms within this Agreement may be altered, amended, as allowed by statute, but only by an instrument in writing, executed by the duly authorized representatives of the parties to this Agreement. Each party to this Agreement waives its future right to claim or assert that this Agreement has been modified, canceled, superseded, or changed by any oral agreement, course of conduct, waiver, or estoppel.

The parties recognize and agree that the Early Vote Coordinator, in developing the early voting plan, shall submit addendums to this Agreement, listing any of the above terms that may change due to subsequent legislation, all early voting site locations that are approved by Kalamazoo County Board of Election Commissioners, and any cost adjustments incurred as a result of any additional costs or any Participating Jurisdiction withdrawing from the Agreement.

21.3 Successors and Assigns. All representations, covenants, and warranties set forth in the Agreement, by or on behalf of or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of any or all such parties, and their successors and assigns.

21.4 Terms and Conditions. The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against any party considered to be the drafter of this Agreement.

21.5 Execution of Counterparts. This Agreement may be executed in any number of counterparts; all such counterparts shall for all purposes be deemed to be an original. All such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one (1) and the same instrument.

In witness whereof the parties have executed this Agreement as of the indicated date(s).

Printed name of County Clerk Signature of County Clerk _____
Date

Date: _____ By: _____
Alamo Township
Barbara Venema, Clerk

Date: _____ By: _____
Brady Township
Tim Snow, Deputy Clerk

Date: _____

By: _____

Charleston Township
Linda Kramer, Clerk

Date: _____

By: _____

Climax Township
Marcia Lewis, Clerk

Date: _____

By: _____

Comstock Charter Township
Nicole Beauchamp, Clerk

Date: _____

By: _____

Cooper Charter Township
DeAnna Janssen, Clerk

Date: _____

By: _____

City of Galesburg
Lisa McNees, Clerk

Date: _____

By: _____

City of Kalamazoo
Scott Borling, Clerk

Date: _____

By: _____

Kalamazoo Charter Township
Lisa Mackie, Clerk

Date: _____

By: _____

Oshtemo Charter Township
Dusty Farmer, Clerk

Date: _____

By: _____

City of Parchment
Shannon Stutz, Clerk

Date: _____

By: _____

City of Portage
Erica Eklov, Clerk

Date: _____

By: _____

Prairie Ronde Township
Dale Smith, Clerk

Date: _____

By: _____

Richland Township
Bear Priest, Clerk

Date: _____

By: _____

Ross Township
Mary Stage, Clerk

Date: _____

By: _____

Schoolcraft Township
Virginia Mongreig, Clerk

Date: _____

By: _____

Texas Charter Township
Emily Beutel, Clerk

Date: _____

By: _____

Wakeshma Township
Shawn Fritz, Clerk

Approved as to form on behalf of **KALAMAZOO**

COUNTY GOVERNMENT

CORPORATION COUNSEL

By: Angelina M. Barnes

Date: October 2, 2023

Exhibit A

Kalamazoo County Early Voting Plan 2024-2025

No later than one hundred and twenty (120) days before the first statewide or federal election in each even-numbered year, the Early Vote Coordinator, as defined by the Agreement is responsible for ensuring an Early Voting Plan, covering the parties to the Agreement, is filed with the Kalamazoo County Clerk.

Not less than forty-five (45) days before the first early voting day allowed by statute, the Election Coordinator, as defined by the Agreement shall be responsible for providing the Michigan Secretary of State with any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by Kalamazoo County and the Participating Jurisdictions to ensure correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

All information current as of 10/1/2023:

Plan Coverage: County Agreement

Early Vote Coordinator of County Agreement:

Name of Coordinator	Position	Email Address	Phone Number
Shardae Chambers	Elections Coordinator – Kalamazoo County	elections@kalcounty.com	269-384-8080

County:

Name of county	Clerk of County
Kalamazoo	Meredith Place

Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Alamo Township	Barbara Venema	2	3268

Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Brady Township	Tim Snow, Deputy	2	3738

Municipality 3:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Charleston Township	Linda Kramer	1	1618

Municipality 4:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Climax Township	Marcia Lewis	1	1932

Municipality 5:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Comstock Charter Township	Nicole Beauchamp	7	12712

Municipality 6:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Cooper Charter Township	DeAnna Janssen	5	8840

Municipality 7:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Galesburg	Lisa McNees	1	1556

Municipality 8:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
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City of Kalamazoo	Scott Borling	27	55176
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Municipality 9:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Kalamazoo Charter Township	Lisa Mackie	10	18085

Municipality 10:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Oshtemo Charter Township	Dusty Farmer	10	18543

Municipality 11:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Parchment	Shannon Stutz	1	1499

Municipality 12:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Portage	Erica Eklov	19	40521

Municipality 13:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Prairie Ronde Township	Dale Smith	1	1995

Municipality 14:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Richland Township	Bear Priest	3	7138

Municipality 15:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Ross Township	Mary Stage	2	4473

Municipality 16:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Schoolcraft Township	Virginia Mongreig	4	7553

Municipality 17:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Texas Charter Township	Emily Beutel	6	14495

Municipality 18:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Wakeshma Township	Shawn Fritz	1	1054

Early Voting Location Information:

	Early voting site #1	Early voting site #2	Early voting site #3	Early voting site #4
Location of site	<i>Kalamazoo County Expo Center</i>	<i>Portage Parks' & Recreation Building</i>	<i>Fetzer Center at Western Michigan University</i>	<i>Douglass Community Center</i>
Municipalities served at site	18	18	18	18
Number of Election Workers at site	9 + 1 Chair	9 + 1 Chair	9 + 1 Chair	9 + 1 Chair
Is this an EV site for all 9 days of Constitutionally required early voting? (Y/N)	Y	Y	Y	Y
Hours for 9 days of Constitutionally required early voting	9:00AM – 5:00PM	9:00AM – 5:00PM	9:00AM – 5:00PM	9:00AM – 5:00PM

How many (if any) additional days of early voting will be provided at this site?	0	0	0	0
Hours for any additional days of early voting	-	-	-	-
Is this site ADA compliant?	Y	Y	Y	Y
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Yes	Yes	Yes	Yes

Early Voting Equipment Information:

	Early voting site #1	Early voting site #2	Early voting site #3	Early voting site #4
Number of tabulators at site	10	10	10	10
Municipality responsible for providing tabulators	County	County	County	County
Number of early voting poll book laptops	4	4	4	4
Municipality responsible for providing early voting poll book laptops	County	County	County	County
Clerk responsible for taking necessary steps to set up the early voting poll book laptops	TBD	TBD	Scott Borling	Scott Borling

Describe the communication strategy for informing electors of their opportunity for early voting:

Participating Jurisdiction Clerks will mail notices to their voters with updated polling site information to identify opportunities and locations for early voting. Kalamazoo County and Participating Jurisdictions will issue joint news releases. Kalamazoo County will invest in paid digital communication to voters to educate them about early voting under Proposal 2. All communication will include an asterisk to note that any Kalamazoo County voter can vote at any of these sites with the exception of Pavilion Township residents. The Participating Jurisdictions agreed to execute a county agreement with universal voting centers in large part because it facilitates simple communication to voters – if you live in a participating jurisdiction in Kalamazoo County, you can vote at any one of these early voting sites.

No notices, communications (written or verbal), media releases, or social media posts shall be published by the County Clerk without opportunity for prior review by the Participating Jurisdictions to this Agreement.

The Participating Jurisdictions plan to collaborate to create content with a consistent message to be used to disseminate information to educate voters about early voting.

EXHIBIT B: SITE SUPERVISORS

Early Voting Site Supervisors:

The City of Kalamazoo will serve as Site Supervisor for all days at early voting sites located in the City of Kalamazoo. All other Participating Jurisdiction's Clerks are expected to serve at least one (1) day as a Site Supervisor to complete the rest of the available dates for early voting, unless prior agreement is reached in accordance with the provisions of the Agreement for the County Clerk to serve as Site Supervisor.

	Supervisor at Early voting site #1 – Expo Center	Supervisor at Early voting site #2 – Parks and Rec Dept. Portage	Supervisor at Early voting site #3	Supervisor at Early voting site #4
Early Voting Day 1 – Saturday, February 17th	Bear Priest, Richland Twp Clerk	Erica Eklov, City of Portage Clerk	Scott Borling, City of Kalamazoo Clerk	Scott Borling, City of Kalamazoo Clerk
Early Voting Day 2 – Sunday, February 18th	Lisa Mackie, Kalamazoo Twp Clerk	DeAnna Janssen, Cooper Twp Clerk	Scott Borling, City of Kalamazoo Clerk	Scott Borling, City of Kalamazoo Clerk
Early Voting Day 3 – Monday, February 19th	Dusty Farmer, Oshtemo Twp Clerk	Shawn Fritz, Wakeshma Twp Clerk	Scott Borling, City of Kalamazoo Clerk	Scott Borling, City of Kalamazoo Clerk
Early Voting Day 4 – Tuesday, February 20th	Dusty Farmer, Oshtemo Twp Clerk	Bear Priest, Richland Twp Clerk	Scott Borling, City of Kalamazoo Clerk	Scott Borling, City of Kalamazoo Clerk
Early Voting Day 5 – Wednesday, February 21st	Linda Kramer, Charleston Twp Clerk	Virginia Mongreig Schoolcraft Twp Clerk	Scott Borling, City of Kalamazoo Clerk	Scott Borling, City of Kalamazoo Clerk
Early Voting Day 6 – Thursday, February 22nd	Lisa McNees, Galesburg City Clerk	Emily Beutel, Texas Twp	Scott Borling, City of Kalamazoo Clerk	Scott Borling, City of Kalamazoo Clerk
Early Voting Day 7 – Friday, February 23rd	Nicole Beauchamp Comstock Twp Clerk	Emily Beutel, Texas Twp	Scott Borling, City of Kalamazoo Clerk	Scott Borling, City of Kalamazoo Clerk
Early Voting Day 8 – Saturday, February 24th	Shannon Stutz, Parchment City Clerk	Erica Eklov, City of Portage Clerk	Scott Borling, City of Kalamazoo Clerk	Scott Borling, City of Kalamazoo Clerk
Early Voting Day 9 -	DeAnna Janssen, Cooper Twp Clerk	Erica Eklov, City of Portage Clerk	Scott Borling, City of Kalamazoo Clerk	Scott Borling, City of Kalamazoo Clerk

Exhibit C

Kalamazoo County Early Voting Estimate of Costs to Local Parties

All costs represented in this Exhibit C are estimates generated by a series of focus group meetings between local clerks and the Kalamazoo County Clerk's Office. Estimates are broken out into "Startup Costs" to purchase equipment to implement early voting and "Ongoing Costs" for future elections using that equipment. All amounts are estimates only and are based on assumptions about the outcome of state funding to arrive at a realistic cost to be realized by local governments in executing early voting. An application for state grant funding was submitted by Kalamazoo County on 9/8/2023 but it is not known as of 10/02/2023 when, or if, state grant funding will be awarded. The parties to this Agreement acknowledge and accept that grant award amounts and other unforeseen factors could significantly change the real costs to Kalamazoo County and the Participating Jurisdictions to this Agreement.

Implementation Cost - First Election	Expo Center	Portage Parks	Fetzer Center @ W	Douglass	One time - not site specific	2 Year Total
ADMINISTRATION/COORDINATING STAFF						
Postcard notice to voters					\$ 90,000.00	\$ 90,000.00
EQUIPMENT						
Ballot tabulators & ADA Devices	\$ -	\$ -	\$ -	\$ -		Assumption: State Grant
VAT	\$ -	\$ -	\$ -	\$ -		Assumption: State Grant
Ballot Cabinet						Assumption: State Grant
Print on Demand Device	\$ -	\$ -	\$ -	\$ -		Assumption: State Grant
Electronic Poll Book	\$ -	\$ -	\$ -	\$ -		Assumption: State Grant
Dual Monitor for EPB	\$ -	\$ -	\$ -	\$ -		Assumption: State Grant
External Mice for EPB	\$ -	\$ -	\$ -	\$ -		Assumption: State Grant
Printer	\$ -	\$ -	\$ -	\$ -		Assumption: State Grant
EPB Internet Connectivity Devices	\$ -	\$ -	\$ -	\$ -		Assumption: State Grant
Optical Scanners	\$ -	\$ -	\$ -	\$ -		Assumption: State Grant
Ballot instructions/security sleeve	\$ -	\$ -	\$ -	\$ -		Assumption: State Grant
Voting Booths	\$ -	\$ -	\$ -	\$ -		Assumption: State Grant
Security/Chain of Custody, Cages, Etc.	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		\$ 40,000.00
On-site security installation at County Admin Bldg					\$ 3,254.38	\$ 3,254.38
Ballot bags	\$ -	\$ -	\$ -	\$ -		Assumption: State Grant
Sleeves for daily ballot segmentation	\$ -	\$ -	\$ -	\$ -		Assumption: State Grant
Signage outside Early Voting site	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00		\$ 2,000.00
Rolling storage carts	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00		\$ 720.00
Repair/Replacement Contingency for Equipment					\$ 40,000.00	\$ 40,000.00
TOTALS	\$ 10,680.00	\$ 10,680.00	\$ 10,680.00	\$ 10,680.00	\$ 133,254.38	\$ 175,974.38

Jurisdiction	Column1	Column2	Column3	Column4	Column5	Total Startup
ALAMO TOWNSHIP	\$ 170.93	\$ 170.93	\$ 170.93	\$ -	\$ 2,132.70	\$ 2,645.49
BRADY TOWNSHIP	\$ 195.51	\$ 195.51	\$ 195.51	\$ -	\$ 2,439.42	\$ 3,025.96
CHARLESTON TOWNSHIP	\$ 84.63	\$ 84.63	\$ 84.63	\$ -	\$ 1,055.91	\$ 1,309.79
CLIMAX TOWNSHIP	\$ 101.05	\$ 101.05	\$ 101.05	\$ -	\$ 1,260.82	\$ 1,563.98
COMSTOCK TOWNSHIP	\$ 664.89	\$ 664.89	\$ 664.89	\$ -	\$ 8,295.85	\$ 10,290.52
COOPER TOWNSHIP	\$ 462.37	\$ 462.37	\$ 462.37	\$ -	\$ 5,768.98	\$ 7,156.09
GALESBURG CITY	\$ 81.39	\$ 81.39	\$ 81.39	\$ -	\$ 1,015.45	\$ 1,259.60
KALAMAZOO CITY	\$ 2,885.62	\$ 2,885.62	\$ 2,885.62	\$ 10,680.00	\$ 36,003.94	\$ 55,340.81
KALAMAZOO TOWNSHIP	\$ 945.92	\$ 945.92	\$ 945.92	\$ -	\$ 11,802.27	\$ 14,640.04
OSHTEMO TOWNSHIP	\$ 969.88	\$ 969.88	\$ 969.88	\$ -	\$ 12,101.16	\$ 15,010.79
PARCHMENT CITY	\$ 78.40	\$ 78.40	\$ 78.40	\$ -	\$ 978.25	\$ 1,213.46
PAVILION TOWNSHIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PORTAGE CITY	\$ 2,119.42	\$ 2,119.42	\$ 2,119.42	\$ -	\$ 26,444.00	\$ 32,802.26
PRAIRIE RONDE TOWNSHIP	\$ 104.35	\$ 104.35	\$ 104.35	\$ -	\$ 1,301.94	\$ 1,614.98
RICHLAND TOWNSHIP	\$ 373.35	\$ 373.35	\$ 373.35	\$ -	\$ 4,658.26	\$ 5,778.30
ROSS TOWNSHIP	\$ 233.96	\$ 233.96	\$ 233.96	\$ -	\$ 2,919.08	\$ 3,620.95

SCHOOLCRAFT TOWNSHIP	\$ 395.05	\$ 395.05	\$ 395.05	\$ -	\$ 4,929.09	\$ 6,114.25
TEXAS TOWNSHIP	\$ 758.15	\$ 758.15	\$ 758.15	\$ -	\$ 9,459.44	\$ 11,733.89
WAKESHMA TOWNSHIP	\$ 55.13	\$ 55.13	\$ 55.13	\$ -	\$ 687.84	\$ 853.23
Total	\$ 10,680.00	\$ 10,680.00	\$ 10,680.00	\$ 10,680.00	\$ 133,254.38	\$ 175,974.38

Ongoing Cost per Election	Expo Center	Portage Parks	Fetzer Center @ W	Douglass	Not Site Specific	Per Election	2 Year Total
POLL WORKERS							
Poll workers	\$ 3,481.63	\$ 3,481.63	\$ 3,481.63	\$ 3,481.63		\$ 13,926.53	\$ 41,779.58
Receiving Board					\$ 1,512.00	\$ 1,512.00	\$ 4,536.00
Training of Poll Workers					\$ 3,333.33	\$ 3,333.33	\$ 10,000.00
ADMINISTRATION/COORDINATING STAFF							
Noticing to Mlive					\$ 2,500.00	\$ 2,500.00	\$ 7,500.00
Administrative Fee					\$ 24,619.33	\$ 24,619.33	\$ 73,858.00
Vendor support						Assumption: State	Assumption: State
Election worker software management					\$ 11,075.00	\$ 11,075.00	\$ 33,225.00
POLLING PLACES							
Polling place rental/cleaning	\$ 4,800.00	\$ 2,310.00	\$ 2,200.00	\$ 5,000.00		\$ 14,310.00	\$ 42,930.00
EQUIPMENT							
Toner for Ballot on Demand	\$ 990.00	\$ 990.00	\$ 990.00	\$ 990.00		\$ 3,960.00	\$ 11,880.00
Programming for Ballot on Demand	\$ 727.00	\$ 727.00	\$ 727.00	\$ 727.00		\$ 2,908.00	\$ 8,724.00
BOD Paper Stock	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00		\$ 480.00	\$ 1,440.00
Batteries for External Mice	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		\$ 40.00	\$ 120.00
EPB Internet Connectivity Access	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00		\$ 1,120.00	\$ 3,360.00
SmartPhones for Facetime capability?	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00		\$ 1,120.00	\$ 3,360.00
Toner	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ 400.00	\$ 400.00
Copy Paper	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00		\$ 140.00	\$ 140.00
Precinct Kits	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00		\$ 1,000.00	\$ 3,000.00
Programming	\$ 89.00	\$ 89.00	\$ 89.00	\$ 89.00		\$ 356.00	\$ 1,068.00
Moving costs	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00		\$ 6,000.00	\$ 18,000.00
I Voted stickers	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ 400.00	\$ 1,200.00
Other Precinct Supplies (totes, pens, power cords)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00		\$ 2,000.00	\$ 6,000.00
TOTALS	\$ 13,262.63	\$ 10,772.63	\$ 10,662.63	\$ 13,462.63	\$ 43,039.67	\$ 91,200.19	\$ 272,520.58

Jurisdiction	Column1	Column2	Column3	Column4	Column5	Per Election	2 Year
ALAMO TOWNSHIP	\$ 212.26	\$ 172.41	\$ 170.65	\$ -	\$ 688.84	\$ 1,244.17	\$ 3,732.50
BRADY TOWNSHIP	\$ 242.79	\$ 197.21	\$ 195.20	\$ -	\$ 787.90	\$ 1,423.10	\$ 4,269.30
CHARLESTON TOWNSHIP	\$ 105.09	\$ 85.36	\$ 84.49	\$ -	\$ 341.05	\$ 615.99	\$ 1,847.98
CLIMAX TOWNSHIP	\$ 125.49	\$ 101.93	\$ 100.89	\$ -	\$ 407.23	\$ 735.54	\$ 2,206.61
COMSTOCK TOWNSHIP	\$ 825.67	\$ 670.66	\$ 663.81	\$ -	\$ 2,679.47	\$ 4,839.61	\$ 14,518.83
COOPER TOWNSHIP	\$ 574.18	\$ 466.38	\$ 461.62	\$ -	\$ 1,863.32	\$ 3,365.49	\$ 10,096.48
GALESBURG CITY	\$ 101.07	\$ 82.09	\$ 81.25	\$ -	\$ 327.98	\$ 592.39	\$ 1,777.16
KALAMAZOO CITY	\$ 3,583.42	\$ 2,910.65	\$ 2,880.93	\$ 13,462.63	\$ 11,628.87	\$ 34,466.51	\$ 103,399.52
KALAMAZOO TOWNSHIP	\$ 1,174.66	\$ 954.13	\$ 944.38	\$ -	\$ 3,812.00	\$ 6,885.17	\$ 20,655.52
OSHTEMO TOWNSHIP	\$ 1,204.41	\$ 978.29	\$ 968.30	\$ -	\$ 3,908.54	\$ 7,059.54	\$ 21,178.62
PARCHMENT CITY	\$ 97.36	\$ 79.08	\$ 78.28	\$ -	\$ 315.96	\$ 570.69	\$ 1,712.06

PAVILION TOWNSHIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PORTAGE CITY	\$ 2,631.94	\$ 2,137.80	\$ 2,115.97	\$ -	\$ 8,541.12	\$ 15,426.83	\$ 46,280.48
PRAIRIE RONDE TOWNSHIP	\$ 129.58	\$ 105.25	\$ 104.18	\$ -	\$ 420.51	\$ 759.52	\$ 2,278.56
RICHLAND TOWNSHIP	\$ 463.63	\$ 376.59	\$ 372.74	\$ -	\$ 1,504.57	\$ 2,717.52	\$ 8,152.56
ROSS TOWNSHIP	\$ 290.53	\$ 235.99	\$ 233.58	\$ -	\$ 942.83	\$ 1,702.92	\$ 5,108.77
SCHOOLCRAFT TOWNSHIP	\$ 490.59	\$ 398.48	\$ 394.41	\$ -	\$ 1,592.04	\$ 2,875.52	\$ 8,626.55
TEXAS TOWNSHIP	\$ 941.49	\$ 764.73	\$ 756.92	\$ -	\$ 3,055.29	\$ 5,518.42	\$ 16,555.26
WAKESHMA TOWNSHIP	\$ 68.46	\$ 55.61	\$ 55.04	\$ -	\$ 222.16	\$ 401.27	\$ 1,203.81
Total	\$ 13,262.63	\$ 10,772.63	\$ 10,662.63	\$ 13,462.63	\$ 43,039.67	\$ 91,200.19	\$ 273,600.58

Jurisdiction	Registered Voters as of : %	
ALAMO TOWNSHIP	3268	1.60%
BRADY TOWNSHIP	3738	1.83%
CHARLESTON TOWNSHIP	1618	0.79%
CLIMAX TOWNSHIP	1932	0.95%
COMSTOCK TOWNSHIP	12712	6.23%
COOPER TOWNSHIP	8840	4.33%
GALESBURG CITY	1556	0.76%
KALAMAZOO CITY	55170	27.02%
KALAMAZOO TOWNSHIP	18085	8.86%
OSHTEMO TOWNSHIP	18543	9.08%
PARCHMENT CITY	1499	0.73%
PAVILION TOWNSHIP	0	0.00%
PORTAGE CITY	40521	19.84%
PRAIRIE RONDE TOWNSHIP	1995	0.98%
RICHLAND TOWNSHIP	7138	3.50%
ROSS TOWNSHIP	4473	2.19%
SCHOOLCRAFT TOWNSHIP	7553	3.70%
TEXAS TOWNSHIP	14495	7.10%
WAKESHMA TOWNSHIP	1054	0.52%
Total	204190	As of 10/2/2023