

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

**April 12th, 2022**

Refer to [www.oshtemo.org](http://www.oshtemo.org) home page for Virtual Meeting Information

**REGULAR MEETING  
6:00 P.M.  
AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Public Comment on Non-Regular Session Items

**WORK SESSION ITEMS**

4. Request to Enter Into Closed Session to Discuss Litigation in *Solarek, et al v. Kellison Woods Condominium Association, et al*, Circuit Court Case No. 2019-0338 CH
5. Other Updates & Business

**BREAK (Time Permitting) – 7:05 P.M.**

**REGULAR SESSION ITEMS – 7:15 P.M.**

6. Consent Agenda
  - a. Approve Minutes – March 22, 2022 Regular Meeting
  - b. Receipts & Disbursements Report
  - c. Interim Fire Chief Appointment
  - d. ARPA Meeting Facilitation
  - e. Update on Nonmotorized Projects
  - f. Budget Amendments
7. Consideration of MDOT Annual Agreement with Local Jurisdiction
8. Consideration of Park Rental Policy & Fee Amendments
9. Public Comment
10. Board Member Comments
11. Adjournment

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

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

a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official or staff member to respond at a later date. More complicated questions can be answered during Township business hours through web contact, phone calls, email ([oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org)), walk-in visits, or by appointment.

b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be Board discussion prior to call for a motion. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

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

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

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

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

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

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday 8:00 am- 5:00 pm, and on Friday 8:00 am-1:00 pm. Additionally, questions and concerns are accepted at all hours through the website contact form found at [www.oshtemo.org](http://www.oshtemo.org), email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to [oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org) and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees		
<b><u>Supervisor</u></b>		
Libby Heiny-Cogswell	216-5220	<a href="mailto:libbyhc@oshtemo.org">libbyhc@oshtemo.org</a>
<b><u>Clerk</u></b>		
Dusty Farmer	216-5224	<a href="mailto:dfarmer@oshtemo.org">dfarmer@oshtemo.org</a>
<b><u>Treasurer</u></b>		
Clare Buszka	216-5260	<a href="mailto:cbuszka@oshtemo.org">cbuszka@oshtemo.org</a>
<b><u>Trustees</u></b>		
Cheri L. Bell	372-2275	<a href="mailto:cbell@oshtemo.org">cbell@oshtemo.org</a>
Kristin Cole	375-4260	<a href="mailto:kcole@oshtemo.org">kcole@oshtemo.org</a>
Zak Ford	271-5513	<a href="mailto:zford@oshtemo.org">zford@oshtemo.org</a>
Kizzy Bradford	375-4260	<a href="mailto:kbradford@oshtemo.org">kbradford@oshtemo.org</a>

<b>Township Department Information</b>		
<b><u>Assessor:</u></b>		
Kristine Biddle	216-5225	<a href="mailto:assessor@oshtemo.org">assessor@oshtemo.org</a>
<b><u>Fire Chief:</u></b>		
Mark Barnes	375-0487	<a href="mailto:mbarnes@oshtemo.org">mbarnes@oshtemo.org</a>
<b><u>Ordinance Enf:</u></b>		
Rick Suwarsky	216-5227	<a href="mailto:rsuwarsky@oshtemo.org">rsuwarsky@oshtemo.org</a>
<b><u>Parks Director:</u></b>		
Karen High	216-5233	<a href="mailto:khigh@oshtemo.org">khigh@oshtemo.org</a>
Rental Info	216-5224	<a href="mailto:oshtemo@oshtemo.org">oshtemo@oshtemo.org</a>
<b><u>Planning Director:</u></b>		
Iris Lubbert	216-5223	<a href="mailto:ilubbert@oshtemo.org">ilubbert@oshtemo.org</a>
<b><u>Public Works:</u></b>		
Marc Elliott	216-5236	<a href="mailto:melliott@oshtemo.org">melliott@oshtemo.org</a>

## Zoom Instructions for Participants

### Before a videoconference:

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

### To join the videoconference:

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

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this Meeting ID: **815 3164 8922**

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: **815 3164 8922#**

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



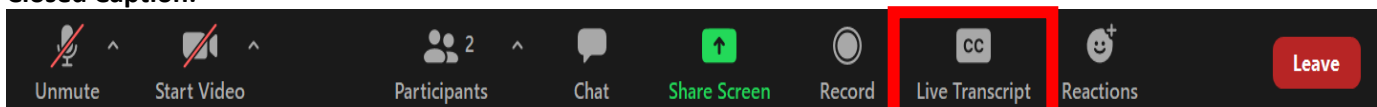
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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”.

# Memorandum

**Date:** 1st April 2022  
**To:** Township Board  
**From:** Libby Heiny-Cogswell, Supervisor  
**Subject:** Interim Fire Chief Appointment

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## **Objective**

Township Board consideration of appointment of Mr Ron Farr to serve as Oshtemo Charter Township Interim Fire Chief.

## **Background**

Ron Farr is a long-serving fire professional who has served locally as well as for the State of Michigan. With great respect, I recommend his appointment as the Oshtemo Charter Township Interim Fire Chief.

His resume with credentials follow. The Supervisor and Township welcome Ron and appreciate his willingness to serve.

After board consideration and appointment, Ron will commence full time service May 1<sup>st</sup> following Chief Mark Barnes retirement. He will work some during April, in overlap with Chief Barnes.

## **Information Provided**

Ron Farr Resume

## RONALD R. FARR

1226 107<sup>th</sup> Avenue ♦ Otsego, Michigan 49078  
269-694-5345 [Home]      269-370-2415 [Cell]      Email: [RRFarr895@aol.com](mailto:RRFarr895@aol.com)

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### WORK HISTORY

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UL – LLC 2011---2016

Lead Regulatory Engineer – Codes and Advisory Services

Highlights: Serve as the lead contact for out-reach programs for the fire service. The key focus at this time pertains to smoke alarms and related issues such as the UL Standards that regulate them. Also served as the Codes and Advisory Services lead for submissions to NFPA Codes and Standards process.

STATE OF MICHIGAN – BUREAU OF FIRE SERVICES, Lansing, MI 2009---2011

State Fire Marshal

Highlights: Serve as the Director of the Bureau of Fire Services and oversee a staff of 54 employees who are responsible for regulatory activities on State Regulated Facilities, National Fire Incident Reporting, and fire training in the State of Michigan.

CHARTER TOWNSHIP of KALAMAZOO, Kalamazoo, MI

Fire Chief 2003—2009

Highlights: Manage 83 employees in all areas of fire service activities including fire suppression, fire training, fire prevention, public education and public relations. Accountable for and manage a 1.8 million dollar operational and capital improvements budget.

Deputy Chief 1997—2003

Fire Marshal 1978—1997

Detective / Patrol Officer 1972—1978

PLAINWELL FIRE DEPARTMENT Plainwell, MI

Paid-On-Call Firefighter, Fire Chief, and varied command positions 1967 - Present

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### ACCOMPLISHMENTS

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- Designed and implemented comprehensive Fire Prevention and Code Enforcement Bureau for the Charter Township of Kalamazoo Fire Department; includes Public Fire Education, Plan and Site Review, Fire Safety Inspections, Code Enforcement, Fire Investigations and Fire Safety Training.

- Instrumental in implementation of new Michigan Fire Inspector Training and Certification Program for the MI Bureau of Fire Services; current Program Coordinator and Instructor.

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## **EDUCATION**

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Kalamazoo Valley Community College—Kalamazoo, MI, Music Major	1968—70
Grand Rapids Junior College—Grand Rapids, MI, General Studies	1967—68
Plainwell High School—Plainwell, MI	1967

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## **PROFESSIONAL TRAINING**

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### **MICHIGAN STATE POLICE**

- Fire & Arson
- Fire Inspector
- Vehicle Fire Investigation
- Mobile Home Fire & Arson Investigation

### **MICHIGAN FIRE FIGHTERS TRAINING COUNCIL**

- Fire Fighter Level I & II
- Fire Officer Level I, II & III

### **NATIONAL FIRE ACADEMY**

- Fire Risk Analysis
- Public Fire Education Specialist
- Volunteer Fire Management

### **OTHERS**

- Fire Protection Institute—*Fire Marshals Association of North America*
- Arson Investigation—*Criminal Justice Training Institute*

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**CERTIFICATIONS**

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**NATIONAL and STATE**

- Fire Inspector, Level I & II—NFPA
- Fire Officer Level I, II & III—FFTC
- Fire Fighter Level I & II— *Fire Fighters Training Council (FFTC)*
- Fire Inspector—*Office of Fire Safety*
- Fire Instructor—*FFTC*
- Police Officer (Retired)
- Medical First Responder—*Dept of Public Health (Former)*
- Building Inspector & Plan Reviewer (Former)—*Bureau of Construction Codes*

**CERTIFIED INSTRUCTOR for MICHIGAN FIRE FIGHTERS TRAINING COUNCIL**

- Fire Inspector Training
- Basic and Advanced Fire Fighter Training
- Fire Investigation Training
- Terrorist Awareness Training

**INSTRUCTOR for STATE OF MICHIGAN, Bureau of Fire Services**

- Certified Fire Inspector Training

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**AFFILIATIONS**

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**INDUSTRY ASSOCIATIONS**

- MI Fire Inspectors Society, *Former Secretary/Treasurer, Past President-Life Member*
- International Fire Marshals Association (IFMA) *Past President 2001 and 2002*
- National Fire Protection Association
- Fraternal Order of Police, *Retired*
- MI Chapter/ International Association of Arson Investigators, *Past President*
- Kalamazoo County Fire Chiefs Association
- MI Association Fire Chiefs
- Fire and Life Safety Section—MI-Chiefs

**NFPA COUNCILS AND TECHNICAL ADVISORY COMMITTEES:**

- Standards Council – 2007/2011
- Fire Code Committee (Former member)
- Professional Qualifications for Fire Inspector and Plan Examiner
- Life Safety Code Committee—Public Assembl (Former member)
- Standards for Volunteer Fire Service Deployment, (Former member)
- Development/Deployment Standard for Fire Prevention Programs, *Chair*

### **COMMUNITY INVOLVEMENT**

- Kalamazoo High on Heroes Scholarship Committee, *Former Member*
- Plainwell Lions Club, *Former President and Member*
- Plainwell Band Boosters, *Former Vice President and Member*

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### **PUBLICATIONS**

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- NFPA *Fire Protection Handbook*, Fire Prevention Chapter, Co-Author
- NFPA *Inspection Manual*, Fire Prevention Chapter, Co-Author
- NFPA *Fire and Life Safety Inspector's Manual*, Fire Prevention Chapter, Co-Author
- NFPA *Fire Journal*
- *Fire Chief's Handbook*, Sixth Ed.
- *Society of Fire Protection Engineers Magazine*, *Fire Safety Education During Inspections*

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### **PUBLIC SPEAKING ENGAGEMENTS**

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#### **NATIONAL, STATE and REGIONAL**

- Fire Service Management
- Fire and Life Safety Issues—Current Topics
- Fire Service Ethics
- Fire Service Leadership
- Fire Inspection Techniques
- Public Fire Education
- Evaluating Your Community's Fire Service Delivery
- Time Management for Fire Marshal/Inspector
- Public Assembly Safety and Crowd Management

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### **SPECIAL RECOGNITION**

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- 2020 National Volunteer Fire Council – Life Achievement Award
- 2010 Fire Chief of the Year—MI Association of Fire Chiefs
- 2008 President's Award for Excellence in Fire Prevention—MFIA
- 2006 Percey Bugbee Award for Notable, Significant and Enduring Contributions to Fire Safety
- 2000 President's Award—National Fire Protection Association



- 1998 Fire Fighter of the Year—Kalamazoo Township Fire Department
- 1994 Recognition for Outstanding Contributions in Reducing Arson in Michigan—MI Arson Prevention Committee
- 1985 Fire Inspector of the Year—MI Fire Inspectors Society

Impressive record of contribution toward societal enrichment including:

- Department of Homeland Security Fire Act Grant Criteria Development Team
- Department of Homeland Security Fire Act Grant Program, *Peer Review Group*
- IFMA Prevention Advocate and Resources Data Exchange Program, "*Small Agency*"
- Olympics 2002, *Team Manager for 30 fire inspectors assigned to Park City, UT*

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## **REFERENCES**

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Strong professional and personal references available.

# Memorandum



**Date:** 5th April 2022  
**To:** Township Board  
**From:** Libby Heiny-Cogswell, Supervisor  
**Subject:** Board Facilitation for Discussion on Use of ARPA Funds

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## **Objective**

Consideration of authorization to enter into agreement with OCBA, Inc as facilitator for Township Board discussion and prioritization on use of ARPA funds.

## **Background**

Township Board requested focused discussion on the use of \$2.4 million American Rescue Plan Act (ARPA) Federal Funding. The Board consensus is to conduct this exercise ahead of the start of the June 2022 budget work.

Supervisor's Office reached out to Board members and identified dates members are available. This is no small task given everyone's schedules; thank you for your response. Two Saturday morning dates were identified and penciled in for April and May, and then a third option was later identified—Tuesday evening April 26<sup>th</sup>. The scheduled dates for two Board focused discussions are therefore—

- **Tuesday April 26<sup>th</sup>, 7:15 pm, Regular Meeting, and**
- **Saturday May 14<sup>th</sup>, 9:00 am, Special Meeting.**

The Board saw the many Staff ideas for ARPA use on February 22<sup>nd</sup>, and links to master plan background information. Under this proposal, these ideas, plus ideas generated and provided by the Township Board, will be evaluated and organized in preparation for the Board's policy & prioritization discussions. Additionally, the Township is receiving ideas from citizens following a newsletter request.

Immediately following the Board's February request this facilitator was identified by several given professionalism and prior facilitation successes, and Supervisor began discussion to familiarize to develop the unique scope of services. Some later internal office discussion was held on reaching out to other facilitators, but given the timing, did not end with other proposals to meet the schedule. However, the initial proposal was further negotiated. Karen High, Oshtemo Parks Director, was identified as staff support to assist the facilitator with the necessary, somewhat lengthy, preparation work. This proposal is with a facilitator with a skill set in working with governmental units, Sandy Bliesener, PLA, ASLA, LEED AP. The Board could choose to accomplish the entire ARPA discussion on its own, however more typically Boards work with an outside facilitator.

The Township is familiar with OCBA, a certified Women's Business Enterprise National Council firm, having worked with the firm more than a decade including recent successful Fruit Belt Trail public meetings facilitation at Flesher Field and OCC, and on prior projects and meeting facilitation. **The scope of services outlined in the proposal includes a fee not to exceed \$2500 for coordination of preparation work and Board meetings facilitation.** Given the proposal appears a good fit to meet the Board objectives, the Supervisor recommends OCBA, Inc. working with Staff Karen High.

## **Information Included:**

OCBA Proposal



O'BOYLE, COWELL,  
BLALOCK & ASSOCIATES, INC.

3/23/22

350 E. Michigan Avenue, Suite 415  
Kalamazoo, Michigan 49007

124 Fulton Street E., Suite 6B  
Grand Rapids, MI 49503

T (269) 381-3357  
F (269) 381-2944

[ocba.com](http://ocba.com)

## OSHTEMO TOWNSHIP BOARD WORK SESSIONS FACILITATION

We understand that the Township Board will be making the decision about how ARPA funds will be used over the next two years. Township department staff have already submitted their suggestions, so the goal is to facilitate the Board's discussion of the suggestions with the ultimate outcome being a list of items to be funded. The mission, vision, and goals established by the Board in 2017 will set the framework for the discussion.

The proposed scope of work is as follows:

1. Work with you to establish a set of criteria by which to evaluate the suggestions, such as:
  - a. Is it currently in the Township budget or is it aspirational?
  - b. Can it be completed entirely with ARPA funds, is it seed money, or ongoing funding?
  - c. Which of the Township goals does it fall under?
2. Cull the suggestions provided by Township staff into a succinct list and set it up alongside the evaluation criteria to create a checklist.
3. Work with you to strategize the meeting approach for the first two-hour session.
4. Prepare the meeting presentation based on the strategy developed.
5. Conduct a two-hour work session with the Township Board. (A second OCBA staff person will attend the session to take notes unless a Township staff person can fulfill this role.) A suggested agenda would be:
  - a. Describe the process and establish the ground rules.
  - b. Introduce the evaluation criteria and determine if others are needed.
  - c. Achieve consensus on whether any criteria are a "deal-breaker" and would rule out suggestions with out further consideration (i.e., if a project can't be paid for entirely with ARPA funds).
  - d. Run through the list of suggestions against the criteria checklist.
6. After the meeting, organize the suggestions based on the evaluation criteria. Remove from the list any suggestions that have been ruled out. Present the suggestions categorized by the Township goal that they fall under.
7. Work with you to strategize the meeting approach for the second two-hour session, including defining new evaluation criteria for the remaining suggestions.



8. Conduct a two-hour work session with the Township Board. A suggested agenda would be:
  - a. Describe the process and establish the ground rules.
  - b. Present the updated and reorganized list of suggestions.
  - c. Introduce the new evaluation criteria.
  - d. Achieve consensus on the new criteria and any new “deal-breakers” that would rule out suggestions without further consideration.
  - e. Develop a draft list of suggestions for final consideration pending further research into budget and logistics.

The proposed fee for this work will not exceed \$2,500.00, which includes reimbursable expenses, and includes Oshtemo’s Karen High providing staff support to OCBA to accomplish the scope of work.

# Memorandum



**Date:** April 5, 2022  
**To:** Township Board  
**From:** Anna Horner, P.E., Public Works Director  
**Subject:** Update on Nonmotorized Capital Projects

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## **Objective**

Provide the Board with updates related to non-motorized projects.

## **Background**

Oshtemo has been proactively seeking opportunities and pursuing construction of the non-motorized facilities outlined in the GO! Green Plan, Regional Metropolitan Transportation Plan (overseen by KATS), and desired by residents in the community survey.

### **KL Ave Shared-Use Path: Phase 1 - Drake Rd East side of US-131 and Phase 2 - West side of Bridge to the Paddock Apartments (North side)**

This much anticipated project has been hanging on since 2017 and is expected to finally see construction in 2023 and 2024, respectively. Better yet, in March the Township received formal award of \$240,000 in Transportation Alternative Program (TAP) funds from KATS and a conditional commitment of \$1.47M in TAP Funds from MDOT. **That's approximately \$1.7M in grant funds!** The projects are scheduled based on the coordination with the MDOT US-131 bridge over KL Ave replacement project. Consultants continue to work on easement acquisition and bidding documents this year in preparation.

### **Parkview Ave Shared-Use Path: 11<sup>th</sup> St to Drake Road (North side)**

The Township requested to install non-motorized facilities (and sanitary sewer) on Parkview Ave while the Road Commission is completing a safety project with two new mini-roundabouts at 11<sup>th</sup> St and 12<sup>th</sup> St. For connectivity and safety, the Township is also extending the facilities further east to the existing asphalt path on Drake Rd, on the bridge over US-131. Initial meetings with MDOT, RCKC and consultants have been held to understand design best practices and feasibility.

### **9<sup>th</sup> Street Sidewalk: Stadium Dr to Quail Run Dr (West side)**

In the recent "Call for Projects" from KATS, the Road Commission of Kalamazoo County had submitted a road reconstruction project on 9<sup>th</sup> Street from Stadium Dr to KL Ave. The Township had submitted a non-motorized project on 9<sup>th</sup> Street from Stadium Dr to Quail Run Dr. To align the projects, we requested KATS TAP funds for 2024 to construct the shared-use path.

### **Drake Road Shared-Use Path: Stadium Dr to KL Ave (West side) with Amtrak crossing**

Last week we attended a meeting with the MDOT Office of Rail, MDOT TAP Grant Program Manager, KATS Executive Director and City of Kalamazoo staff to discuss potential design alternatives and touch base on status with Amtrak (MDOT working through new agreements). We will continue to move this project forward.

Staff continues to pursue opportunities for grant funds and coordination with other partners for cost sharing.

**Budget Amendment Request Worksheet**

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Explanation of Request	Previously Discussed	Within Apprvd Budget
			GL Number	Description	Amount	GL Number	Description	Amount			
4/4/2022	Karen High	Parks	107-756-97400	Capital Outlay/Improvement	\$ 25,000.00	107-751-40100	Carryover	\$ 25,000.00	Drake Farmstead Park: request is for new driveway construction to Croyden Ave and for routine maintenance of existing driveway. \$25,000 budgeted in 2021 but project was delayed until 2022.	Yes	No
			<b>Total</b>		\$ 25,000.00	<b>Total</b>		\$ 25,000.00			

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Explanation of Request	Previously Discussed	Within Apprvd Budget
			GL Number	Description	Amount	GL Number	Description	Amount			
4/6/2022	SO/HR	Multitple		Salaries	\$17,400.00		Carryover	\$20,150.00	The Township budgets for staff compensation increases mirroring the state assessing inflation factor. Typically this factor is available in September, however in 2021 it wasn't until November. The request is to adjust the budget upward an additional 1.3%. Staff will work with Clerk's Office to amend various fund budget lines not to exceed this total amount.	No	No
				Pension	\$1,400.00						
				FICA	\$1,350.00						
			<b>Total</b>		\$ 20,150.00	<b>Total</b>		\$ 20,150.00			

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Explanation of Request	Previously Discussed	Within Apprvd Budget
			GL Number	Description	Amount	GL Number	Description	Amount			
4/6/2022	PW & Planning	Road	204-506-82100	Prof Fees	\$4,000.00	204-000-40300	Property Tax	\$4,000.00	With 2022 private development requests along W Main corridor, Planning & Public Works recommend evaluation for feasibility to impliment the West Main Street Sub-Area Plan for a parallel road to W Main. Work is needed to coordinate with the development requests Planning is receiving. Due diligence is necessary to properly implement the plan, and the timing is such that it is needed in 2022.	No	No
			<b>Total</b>		\$ 4,000.00	<b>Total</b>		\$ 4,000.00			

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Explanation of Request	Previously Discussed	Within Apprvd Budget
			GL Number	Description	Amount	GL Number	Description	Amount			
4/6/2022	Planning	DDA	900-728-975	Capital/Obligated	\$ 232,111.00	900-001-40100	Carryover	\$ 232,111.00	DDA contracted for construction of sidewalk on North side of Stadium Dr in 2021. Work was not completed in 2021. Requested amount is for funds unspent in 2021 to complete construction in 2022.	Yes	No
			<b>Total</b>		\$ 232,111.00	<b>Total</b>		\$ 232,111.00			

Grand Total	\$ 281,261.00
Total Added to Budget (Projects not completed/not spent in 2021)	\$ 281,261.00
<b>Total Not Previously Discussed with TB</b>	<b>\$ 24,150.00</b>

REVIEW DATE 4/6/2022

SIGNATURE



# Memorandum

**Date:** 05 April 2022  
**To:** Township Board  
**From:** Libby Heiny-Cogswell, Supervisor  
**Subject:** MDOT Annual Use of Right of Way Agreement



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## **Objective**

Township Board consideration of agreement with Michigan Department of Transportation (MDOT) for "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".

## **Background**

MDOT is seeking by resolution an agreement adopted annually by local jurisdictions regarding utilities and other shared use of the State's right of way.

Legal has reviewed and recommends the Board adopt the resolution to execute the agreement.

## **Information Included:**

MDOT Proposed Agreement

## PERFORMANCE RESOLUTION FOR MUNICIPALITIES

*This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the \_\_\_\_\_  
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.



- 6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

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I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the \_\_\_\_\_  
 (Name of Board, etc.)  
 of the \_\_\_\_\_ of \_\_\_\_\_  
 (Name of MUNICIPALITY) (County)  
 at a \_\_\_\_\_ meeting held on the \_\_\_\_\_ day  
 of \_\_\_\_\_ A.D. \_\_\_\_\_.

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Print Signed Name*

# Memorandum

Date: April 5, 2022  
To: Township Board  
From: Karen High, Parks Director  
Re: Park Rental Fees and Policies



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## **OBJECTIVES**

Board consideration of proposed long term rental fees and changes to existing rental fees. Board feedback on proposed policies is requested but does not require approval. (Parks Committee is authorized to establish policies for parks.)

## **BACKGROUND**

In July 2021, the Board asked the Parks Committee to draft a policy and set a fee for long term rentals of park facilities. This was prompted by a request for reduced rental fees from a local church that wished to use the Grange Hall on Sunday mornings. Because there were other park rental policies that also needed to be reconsidered, and because rental fees hadn't been reviewed in several years, the Parks Committee undertook a comprehensive review of all park rental fees and policies. Clerk's office and Maintenance department staff participated in the discussions.

Following is a summary of the Parks Committee recommendations, discussion and research. **Proposed fees and policies, and changes to current fees and policies, are shown in red text.**

## **Long Term Rental Policy**

- Minimum number of rentals needed to qualify as a long term rental: 10 rentals within a 12 month period.
- Proposed fees for long term rentals are listed in table below by facility. Also listed are the days of the week that long term rentals are permitted by facility.
- The table below proposes a reduced fee for "park program partners". This is intended for programs that benefit the public, such as exercise/dance, arts, hobbies, seniors, nature, civic, etc. The program must be open to the public and must be considered recreational/hobby/civic interest. Parks Committee approval is required for this reduced fee. Grandfathered organizations at Grange Hall – such as the Country Dancers– would be considered park program partners.
- Payment options for long term rentals: pay all fees up front *or* pay as you go, but at least 14 days prior to rental date. If payment not received at least 14 days in advance, rental will be cancelled, and venue will be made available for rent.
- Cancellation/refund policy for long term rentals: if cancellation results in fewer than 10 rentals, the reduced rental fee for long term rentals is forfeited. Renter will owe the difference between the reduced fee and regular fee for all previous rentals. Township can retain security deposit for amount due toward regular rental fee.
- Key policy: At OCC or Grange, renter will receive a key that they keep for the entirety of their rental period. They can meet with maintenance staff to get the key at their first rental or set up a meeting in advance. \$75

key deposit is required, deposit is returned when key is returned. Long term renters at carriage barn will be given a code for the keypad.

- Security deposit deductions for maintenance issues: Maintenance staff will inspect after every rental period. If there is a violation that requires a deduction from the security deposit, maintenance staff will notify front desk staff and/or Parks Director and renter will be notified of the issue before their next rental period. Additional security deposit will be required when the amount held is less than \$125.

Facility	Proposed days of the week eligible for long term rentals	Proposed fee for long term rentals	Proposed fee for “park program partners”	Daily rental fee for comparison
Oshtemo Community Center	Weekdays only, because of the frequency of weekend rentals.	<b>\$35</b> for half day, <b>\$60</b> for full day. (Equates to ~50% of resident daily rental fee.)	<b>\$25</b> for half day, <b>\$40</b> for full day. (Equates to ~35% of resident daily rental fee.)	<b>Resident:</b> \$75 (4 hrs or less) \$125 (over 4 hrs) <b>Non-Resident:</b> \$125 (4 hrs or less) \$200 (over 4 hrs)
Grange Hall	Any day of the week. (On weekends, limit long term rentals to before or after 1 pm, with min of one hr. between daily rentals.)	<b>\$50 on weekdays</b> (Equates to 50% of resident daily rental fee.)  <b>\$100 on weekends.</b> (Equates to 66% of resident daily rental fee.)	<b>\$35 on weekdays</b> (Equates to 35% of resident daily rental fee.)  <b>\$50 on weekends.</b> (Equates to 50% of resident daily rental fee.)	<b>Resident:</b> \$100 week day \$150 week end <b>Non-Resident:</b> \$200 week day \$300 week end
Drake Carriage Barn	Weekdays only. (Keep weekends open for full fee, daily rentals.)	<b>\$50 on weekdays</b> (Equates to 50% of resident daily rental fee.)	<b>\$35 on weekdays</b> (Equates to 35% of resident daily rental fee.)	<b>Resident:</b> \$100 week day \$150 week end <b>Non-Resident:</b> \$200 week day \$300 week end
Flesher Field and Township Park pavilions, gazebo	Weekdays only, because of the frequency of weekend rentals.	<b>\$18 on weekdays</b> (Equates to 50% of resident daily rental fee.)	<b>\$12 on weekdays</b> (Equates to 35% of resident daily rental fee.)	<b>Resident:</b> \$35 (half day) \$75 (full day) <b>Non-Resident:</b> \$70 (half day) \$140 (full day)

## **Policy changes for all indoor facilities**

### **Oshtemo Community Center, Grange Hall & Drake Carriage Barn**

- Indoor facilities can be rented from 8 am to midnight. This attracts some late-night events that aren't compatible with the neighborhoods where our buildings are located!
  - Allow rentals from 8 am to 10 pm rather than until midnight.
- Security deposit has three tiers: \$250 for first time renters, \$175 for those who have rented two to five times, and \$125 after five rentals in good standing.
  - Set a security deposit fee of \$200 for all rentals rather than the current three tier system.
- First time renters are met by Maintenance Staff at the beginning and end of their rental period. This allows staff to inform the new renter of the cleanup tasks required for return of their security deposit. Anyone that has rented before can pick up a key (\$75 key deposit) from the Township office the day before their rental date or get a code for the keypad.
  - A key will only be given to renters who rented that same facility *within the past three years* and had their entire security deposit returned. This is to reduce maintenance issues after rentals.
- Maintenance Department staff inspect after each rental. The inspection is done before the next renter arrives. Most renters (80%) leave the building in good condition. Some don't clean up adequately; occasionally a renter will hang party decorations that damage walls or ceilings. All or part of the security deposit is retained when this occurs.
  - A Rental Inspection Checklist for each facility was developed to show the fee for failure to complete each check-out task. See pages 12-14. The checklists will be posted on the website, given to renters when they submit their rental application, and posted on the wall in each rental space.
- Existing policy for Oshtemo-based civic, recreation, and conservation groups: fee may be reduced by half or waived in exchange for in-kind service if approved by the Township Supervisor and/or Clerk.
  - Proposed policy: a reduced fee is proposed for non-profit organizations with at least one member that is an Oshtemo Township resident. This fee may be waived in exchange for in-kind services or donations if approved by the Township Supervisor and/or Clerk.
  - In 2021, volunteers logged 635 hours in Oshtemo parks! This includes volunteers working in exchange for rental fees. For example, the Oshtemo 4-H Club is removing invasive plants at Flesher Field in order to hold their monthly meetings at the OCC for no charge.
- The following policies are proposed when maintenance or enforcement issues occur during or after a rental period.
  - 1) Renters not in good standing, permanent: the following violation will cause renters to be put on a permanent 'do not rent' list:
    - Renters who intentionally misrepresent the type of function or event hours to circumvent the rules.
  - 2) Renters not in good standing, five year penalty: any of the following violations will cause renters to be put on a 'do not rent' list for five years:
    - Renters that cause damage to walls/ceilings/floors in excess of \$200,
    - Renters that serve alcohol without an alcohol liability policy and deposit
    - Renters that fail to lock a building

- Renters that leave a building unlocked and unattended rather than waiting for maintenance staff to return
- 3) Renters not in good standing can appeal to the Parks Committee to state their case and request removal from the 'do not rent' list.

**Policy for all parks and indoor facilities**

- Oshtemo Friends of the Parks and Oshtemo Historical Society are permitted to reserve any facility at no charge for meetings, events or programs. This applies to both one time and long term rentals. Both of these entities were formed by the Township Board so are granted special privileges. This is a current policy but is not in writing.

**Oshtemo Community Center (OCC)**  
**6407 Parkview Avenue**



**Overview**

- OCC has it all! Location, location, location plus charm, affordability, and size.
- Renters choose whether to rent the entire building or one of two rooms. South room capacity is 60. North room capacity is 40.
- Before COVID, OCC was rented more often than our other facilities and brought in more revenue than our other facilities. In 2019, there were 132 paid rentals. Revenue was \$13,953.
- In 2021, roughly half of all rentals were Monday – Thursday, half were Friday – Sunday. (Note that weekend rentals require Maintenance staff to work on weekends.)
- Renters specify the hours of their rental. It is not unusual to have back-to-back renters in the same room on the same day.
  - **Require a minimum of one hour between rentals on the same day in the same room.**
- Rental fee has two tiers: six hours or less or more than six hours. Majority of rentals are six hours or less.
  - **Shorten the length of a “half day” rental from six hours or less to four hours or less.**
- Proposed rental fee increase is listed in the table below.
- For fee comparison with other facilities in the area, see page 9.
- Special events that are open to the public are not currently allowed. (A craft fair, for example.)
  - **Allow special events that are open to the public if approved by the Parks Committee.**
  - **See proposed fee in table below.**
  - Public events are defined as any event open to the public or charging an admission fee, such as dances, art and craft sales, festivals, holiday events, etc. Private events are defined as gatherings limited to members and guests of a family, organization or club, where the event is not open to the general public. Examples include family reunions, wedding receptions, company picnics, etc.

**Oshtemo Community Center (OCC), continued**  
**6407 Parkview Avenue**

<b>Current Fee Schedule: Oshtemo Community Center</b>				
(Cost per room)	Weekday (Mon-Thurs)		Weekend (Fri-Sun)	
	6 hours or less	Over 6 hours	6 hours or less	Over 6 hours
Oshtemo resident rate - adopted in 2016	\$50	\$75	\$75	\$100
Non-resident rate - adopted in 2018	\$100	\$150	\$150	\$200
<b>Proposed Fee Schedule: Oshtemo Community Center (amount of change is shown in red)</b>				
(Cost per room)	Weekday (Mon-Thurs)		Weekend (Fri-Sun)	
	4 hours or less	Over 4 hrs	4 hours or less	Over 4 hours
Oshtemo resident rate	\$75 (+\$25)	\$125 (+50)	\$125 (+ \$50)	\$150 (+ \$50)
Non-resident rate	\$125 (+\$25)	\$200 (+\$50)	\$200 (+ \$50)	\$250 (+ \$50)
Non-profit organizations with at least one member that is an Oshtemo Township resident*	\$40	\$60	\$100	\$125
<b>Proposed Fee Schedule: Public events at Oshtemo Community Center</b>				
(Must reserve entire building, full day rental only)	Weekday (Mon - Thurs)		Weekend (Fri - Sun)	
Oshtemo resident rate	\$300		\$350	
Non-resident rate	\$450		\$550	

\*This fee may be waived in exchange for in-kind services or donations if approved by the Township Supervisor and/or Clerk.

**Grange Hall**  
**3234 North 3<sup>rd</sup> Street**



**Drake Farmstead Carriage Barn**  
**927 North Drake Road**



**Overview**

- Grange Hall renovation was completed in late 2017. Rentals were picking up in 2019 then stalled due to COVID. There were 46 rentals in 2019. 2019 revenue was \$10,545.
- Drake Farmstead Park Carriage Barn was completed in late 2019. No rentals were held in 2020 due to COVID. There were six rentals in 2021 and 16 rentals held or scheduled in 2022.
- The same fee is charged for the Grange Hall or the Carriage Barn. Fee is a daily rate.
- Both private and public events are allowed.
- No changes to the fees are proposed because they were set fairly recently, and rental rates are still recovering from COVID slowdowns.

Current Fee Schedule: Grange Hall and Drake Farmstead Park Carriage Barn		
Rental Fee – Private events	Weekday (Mon-Thurs)	Weekend (Fri-Sun)
Oshtemo resident rate	\$100	\$150
Non-resident rate	\$200	\$300
Non-profit organizations with at least one member that is an Oshtemo Township resident*	\$50	\$75

\* Fee may be waived in exchange for in-kind services or donations if approved by the Township Supervisor and/or Clerk.

Rental Fee – Public events	Weekday (Mon-Thurs)	Weekend (Fri-Sun)
Oshtemo resident rate	\$175	\$225
Non-resident rate	\$275	\$375

**Oshtemo Township Park Pavilion**  
**7275 West Main Street**



**Flesher Field Pavilion**  
**3664 South 9<sup>th</sup> Street**

**Overview**

- Flesher Field and Township Park each have one pavilion available for rent. Both parks also have a smaller pavilion that is available on a first come, first serve basis.
- Rental periods are half days (11 am – 3 pm or 4 – 8 pm).
- Rentals began around 2012 for Township Park and 2016 for Flesher Field. Rental fees were increased around 2018. No changes are proposed to the rental fees.
- Township Park typically has more rentals than Flesher Field. For comparison, in 2021, Township Park pavilion had 110 rentals and Flesher Field pavilion had 80 rentals.
- Pavilion rentals decreased in 2020 due to COVID but increased in 2021. In 2019, there were 115 pavilion rentals. In 2021, there were 190 pavilion rentals. Pavilion rental revenue in 2021 was \$17,445.
- In 2021, there were 51 rentals on weekdays (Mon – Thurs) and 161 rentals on weekends (Fri-Sun). There were 43 dates with two rentals per day. Most were half day rentals; only 14 were full day rentals.
- In 2021, 138 renters were Oshtemo Township residents, 60 were non-residents.

Current Fee Schedule: Park Pavilions		
	Weekday (Mon-Thurs)	Weekend (Fri-Sun)
	Half day (11 am-3 pm) or (4 pm-8 pm)	Half day (11 am-3 pm) or (4 pm-8 pm)
Oshtemo resident rate	\$35	\$75
Non-Resident rate	\$70	\$150



## Special Events (Outdoor Public Events in Parks)

### Overview

- An average of five special events per year are held in our parks that are hosted by other organizations. Approximately half are disc golf tournaments. The others range from renaissance fairs to food truck rallies to sporting events.
- Parks Committee reviews all Special Event applications. They can add requirements as necessary, such as trash removal for larger events or a fee for an extra trash pickup. Portable toilets are also required for larger events.
- Current fees were adopted in 2019. Fee schedule has two tiers: with and without use of the pavilion. Parking can be an issue when there is a special event *and* the pavilion is rented for a private event.
  - Proposed policy: Pavilions will not be rented for private events during a special event. Special event fee is set to cover the loss of pavilion rental revenue.
  - Parks Committee can reduce fee to \$50 or waive in exchange for in-kind service for events that are open to the public with free admission.

### Past events and fees

- Food Truck Tuesdays at Flesher Field, three events on weekdays, no pavilion rental, portion of fee to go toward an extra trash pick up. \$70 each x 3 = \$270.
- K'Aces Disc Golf Tournaments, two days each, March with pavilion \$280, May without pavilion \$100.
- Kubb Tournament at Flesher Field, no pavilion, \$50
- MacDudley's Market Faire at Flesher Field, no pavilion, Th/Fri/Sat non-resident rate = \$270
- MacDudley's MidSummer Fest at Flesher Field, no pavilion, Th/Fri/Sat non-resident rate = \$270

Current Fee Schedule: Special Events in Parks		
	Weekday (Mon-Thurs)	Weekend (Fri – Sun)
Oshtemo resident rate	Without pavilion rental: \$35 With pavilion rental: \$95	Without pavilion rental: \$50 With pavilion rental: \$140
Non-resident rate	Without pavilion rental: \$70 With pavilion rental: \$210	Without pavilion rental: \$100 With pavilion rental: \$300
Proposed Fee Schedule: Special Events in Parks		
	Weekday (Mon-Thurs)	Weekend (Fri – Sun)
Oshtemo resident rate	<b>\$100</b>	<b>\$140</b>
Non-resident rate	<b>\$200</b>	<b>\$280</b>

## **OCC - comparable facilities and fees:**

- 1) Oshtemo Library Meeting Room – meetings only, no social events, only available during library hours. 90 person capacity without tables.
  - a. Non-profits: \$25 for two hours
  - b. Businesses: \$150 for 1-4 hours, \$250 for 4-8 hours
- 2) Kalamazoo Township Meeting Rooms – three rooms available to residents only, capacity of 50, 90 and 108. Hours are 9 am to 9 pm, max of 6 hours per rental
  - a. Meeting: \$50, Event with food: \$125
- 3) Portage Library Meeting Rooms – meetings only, no social events, only available during library hours, various sized rooms.
  - a. Non-profits: \$10 – 65 for two hours, depending on room size
  - b. For-profits: \$20 – 155 for two hours, depending on room size
- 4) Kalamazoo Nature Center Members Room – capacity of 25
  - a. \$225 for 1-4 hours, \$405 4-8 hours, after 5 pm add \$125 per hour
- 5) Kalamazoo Nature Center Tree Top Room – capacity of 30
  - a. \$120 for 1-4 hours, \$215 4-8 hours, after 5 pm add \$125 per hour
- 6) Portage Grain Elevator – capacity of 60 with tables, 80 without tables, no restroom or kitchen
  - a. \$125 for 3 hours, \$30 for each additional hour, \$250 max per day. Hours are 6 am to 10 pm
- 7) Portage Stuart Manor – capacity of 35
  - a. \$140 for 3 hours, \$260 max per day. Hours are 8 am to 10 pm.
- 8) Portage Schrier Park indoor space, capacity of 124, no kitchen
  - a. \$200 for 3 hours, + \$50 per hour or \$400 max per day
- 9) Antwerp Activity Center – capacity of 300
  - a. Non-profits: \$125 per day up to 4 times per year
  - b. All others, weekday: \$250 up to 3 hours, \$450 over 3 hours
  - c. All other, weekend: \$700 per day or \$800 both days

## **Park pavilions - comparable facilities and fees:**

- 1) Texas Drive Park Pavilion, 4 hour rentals only, \$100 deposit required
  - a. Resident rate: \$65
  - b. Non-resident rate: \$115
- 2) Texas Twp's Farmers Market Pavilion, \$100 deposit required
  - a. Resident rate: \$75 half day, \$125 full day
  - b. Non-resident rate: \$150 half day, \$200 full day
- 3) Kalamazoo County Parks
  - a. 11 shelters are \$75 per day, daily rate only
  - b. 3 shelters are \$50 per day, daily rate only
  - c. 3 shelters are \$50 half day, \$75 full day. Hours are 9 am – 2 pm and 3 pm to close. These are splash pad and soccer field locations.
- 4) Portage parks - Daily rate of \$110

## **Special events - comparable facilities and fees:**

- 1) Texas Drive Park – field rental is \$45 for 4 hours, \$110 full day. Pavilion is \$60 per day.
- 2) 6<sup>th</sup> Street Park – field rental is \$90 for 4 hours, \$200 for full day
- 3) City of Kalamazoo Parks - \$75 for new events, \$25 for returning events
- 4) Portage – they typically do not offer events in their parks unless they co-host, in which case there is no fee. Or the event uses a building and the fee charged is the standard rental fee. Walks/Runs are \$450 plus \$50 set-up and \$100 for registration the night before.



**Oshtemo Township Parks & Recreation Facilities  
Rental Income by Year and Facility**

Facility Name	2018*	2019**	2020	2021
Oshtemo Community Center	\$13,362	\$13,953	\$3,290	\$4,800
Grange Hall	\$5,610	\$10,545	\$740	\$4,935
Township Park Pavilion	\$4,680	\$6,345	\$2,190	\$9,835
Flesher Field Pavilion	\$3,485	\$5,113	\$3,455	\$7,165
Flesher Field Gazebo	\$335	\$75	\$625	\$445
Drake Carriage Barn	-	-	-	\$600
<b>Total</b>	<b>\$27,472</b>	<b>\$36,031</b>	<b>\$10,300</b>	<b>\$27,780</b>

5) \*Renovated Grange Hall reopened in 2018.

6) \*\* OCC and Grange Hall rentals made available to non-Oshtemo Township residents starting in 2019.

**Number of rentals by month: 2018, 2019, 2021 (2020 omitted due to covid shut downs)**

2018 Rentals by month	OCC	Grange*	Township Park Pavilion	Flesher Field Pavilion & Gazebo**	Total
January	3	0	0	0	3
February	6	2	0	0	8
March	11	1	1	0	13
April	18	2	2	1	23
May	8	3	6	2	19
June	10	7	18	12	47
July	9	4	21	13	47
August	8	3	22	14	47
September	6	0	8	9	23
October	6	2	0	3	11
November	11	2	0	0	13
December	10	3	0	0	13
<b>Total</b>	<b>106</b>	<b>29</b>	<b>78</b>	<b>54</b>	<b>267</b>
2019 Rentals by Month	OCC	Grange*	Township Park Pavilion	Flesher Field Pavilion & Gazebo**	Total
January	4	2	0	0	6
February	7	2	0	0	9
March	9	0	0	0	9
April	9	3	1	0	13
May	13	2	4	7	26
June	13	4	20	14	51
July	5	4	18	9	36
August	14	4	14	13	45
September	9	6	10	5	30
October	12	7	0	0	19
November	17	6	0	0	23
December	20	6	0	0	26
<b>Total</b>	<b>132</b>	<b>46</b>	<b>67</b>	<b>48</b>	<b>293</b>
2021 Rentals by Month	OCC	Grange*	Township Park Pavilion	Flesher Field Pavilion & Gazebo**	Total
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	3	0	3
April	1	0	4	6	11
May	0	0	12	12	24
June	2	1	24	17	44
July	6	1	19	12	38
August	5	4	23	16	48
September	7	3	14	15	39
October	19	3	11	2	35
November	16	2	0	0	18
December	14	3	0	0	17
<b>Total</b>	<b>70</b>	<b>17</b>	<b>110</b>	<b>80</b>	<b>277</b>

\*Does not include rentals by West Oshtemo Grange or dance group.

\*\*Does not include Township events through Friends of the Parks.

**OSHTEMO COMMUNITY CENTER RENTAL INSPECTION CHECKLIST**

**Addendum to Rental Application for (Name):** \_\_\_\_\_

**Rental date:** \_\_\_\_\_ **Rental space:** \_\_\_\_\_ North Room \_\_\_\_\_ South Room \_\_\_\_\_ Both Rooms

Please complete this checklist at the start of your rental period, noting the condition of the rental space. Take pictures or video of any damages. Review it again before leaving to ensure that all set up and cleaning tasks are complete. **Failure to perform a task or abide by a rental policy will result in a deduction from your security deposit in the amount shown in the checklist.** Please be aware that you could be responsible for the cost of repairing damages or cleaning that is *more* than the amount of your security deposit. Note that renters are expected to bring their own cleaning supplies, including paper towels and spray cleaner. Broom and vacuum are provided.

Task	Condition on arrival	Condition on departure	Maintenance fee for failure to perform task
All windows are closed.			\$25
Kitchen area is clean, including sink & counter.			\$25
Tables and chairs are clean.			\$25
Floors are swept or vacuumed.			\$25
Tables and chairs are in their original location with FIVE (5) chairs on top of each table and any extra chairs stacked beside the door.			\$25
All trash, <i>including restroom trash</i> , is placed in the receptacles outside the building.			\$25
Trash is limited to two large bags per rental. Excess trash must be removed from the property.			\$25
Thermostat is set to Heat 60 degrees, Fan is set to Auto.			\$25
Lights are off in the room, restroom, and foyer.			\$25
Door is locked (if you received a key). <b>Do not leave building unlocked.</b>			\$125
Key is returned to the Township Office (if you received a key).			\$75
Renters without a key must stay in the rental space until Maintenance Staff arrives to inspect and lock up. <b>\$125 fee if building is left unattended.</b>			\$125
Fee for arriving before event start time or leaving later than event end time.			\$25 per hour
Decorations may <b>not</b> be attached to walls or ceiling. Maintenance fee will be charged for any damage to walls or ceiling.			Actual cost to repair, may exceed \$1,000
Maintenance fee will be charged if carpet requires shampooing.			\$125

## GRANGE HALL RENTAL INSPECTION CHECKLIST

### Addendum to Rental Application for:

**Renter Name:** \_\_\_\_\_ **Rental date:** \_\_\_\_\_

Please complete this checklist at the start of your rental period, noting the condition of the rental space. Take pictures or video of any damages. Review it again before leaving to ensure that all set up and cleaning tasks are complete. Failure to perform a task or abide by a rental policy will result in a deduction from your security deposit in the amount shown in the checklist. Please be aware that you could be responsible for the cost of repairing damages or cleaning that is more than the amount of your security deposit. Note that renters are expected to bring their own cleaning supplies, including paper towels and spray cleaner. Brooms are provided.

Task	Condition on arrival	Condition on departure	Maintenance fee for failure to perform task
All windows are closed.			\$25
Kitchen area is clean, including sink & counter.			\$40
Tables and chairs are clean.			\$25
Floors are swept.			\$50
Tables and chairs are in their original locations in upper and lower levels. (44 chairs stacked in coat room in upper level. 6 chairs at each table in lower level.)			\$50
All trash, <i>including restroom trash</i> , is placed in the receptacles outside the building.			\$25
Trash is limited to two large bags per rental. Excess trash must be removed from the property.			\$25
Thermostats are set to Heat 60 degrees, Fans are set to Auto.			\$25 each
All lights are off.			\$25
Both doors are locked (if you received a key). <b><i>Do not leave building unlocked.</i></b>			\$125
Key is returned to the Township Office (if you received a key).			\$75
Renters without a key must stay in the rental space until Maintenance Staff arrives to inspect and lock up. <b><i>\$125 fee if building is left unattended.</i></b>			\$125
Fee for arriving before event start time or leaving later than event end time.			\$25 per hour
Decorations may <b>not</b> be attached to walls or ceiling. Maintenance fee will be charged for any damage to walls or ceiling.			Actual cost to repair, may exceed \$1,000

## CARRIAGE BARN RENTAL INSPECTION CHECKLIST

### Addendum to Rental Application for:

**Renter Name:** \_\_\_\_\_ **Rental date:** \_\_\_\_\_

Please complete this checklist at the start of your rental period, noting the condition of the rental space. Take pictures or video of any damages. Review it again before leaving to ensure that all set up and cleaning tasks are complete. Failure to perform a task or abide by a rental policy will result in a deduction from your security deposit in the amount shown in the checklist. Please be aware that you could be responsible for the cost of repairing damages or cleaning that is more than the amount of your security deposit. Note that renters are expected to bring their own cleaning supplies, including paper towels and spray cleaner. Broom is provided.

Task	Condition on arrival	Condition on departure	Maintenance fee for failure to perform task
All windows are closed.			\$25
Tables and chairs are clean.			\$25
Tables and chairs are folded and stacked on the appropriate carts.			\$50
Floors are swept.			\$50
Thermostat is set to Heat 60 degrees, Fan is set to Auto.			\$25
All lights and ceiling fans are off.			\$25
Renters must stay in the rental space until Maintenance Staff arrives to inspect and lock up. <b><i>Do not leave building unattended.</i></b>			\$125
Fee for arriving before event start time or leaving later than event end time.			\$25 per hour
Decorations may <b>not</b> be attached to walls or ceiling. Maintenance fee will be charged for any damage to walls or ceiling.			Actual cost to repair, may exceed \$1,000