

# **OSHTEMO CHARTER TOWNSHIP**

## **Office of the Clerk**

### **ACCOMPLISHMENTS, GOALS, AND VISION**

#### **2019/2020 Accomplishments**

- Transition of new Clerk Assistant
- Risk limiting audit – November 2019 election
- Successful completion of State required audit (2019 election)
- Realignment of assigned duties
- Election Administration Certification (both Clerk and Deputy)
- Successful completion of Clerk's Institute Year 2
- Creation of natural burial options
- Creation of Cemetery Maintenance Revolving Fund
- Creation and implementation of Media Policy
- Full redesign of the bi-monthly newsletter

#### **2020 Goals**

- Successful implementation of COVID-19 guidelines in voting precincts
- Successful planning and implementation of work from home procedures for staff
- Restructured election training materials for current and new election inspectors
- Expansion of secure facilities for increased absentee ballots
- Implementation of natural burial options
- Excellent administration of 4 elections
- Creation of Month End Reconciliation Policy
- Multifactor Authentication for the staff accounts
- Upgrade and utilize newest LaserFiche platform
- Final year of Clerk's Institute to become Certified Municipal Clerk
- Work with a media/PR firm to better relay messages for specific projects

#### **Vision**

- Expansion of Absentee Counting Boards from two to three (permanently)
- Focus on records management and retention (as this project was pushed back due to COVID)
- Overhaul training both virtual and in person for election inspectors
- Completely launch Green Burial option
- FOIA process streamlining
- Automate parks rentals process
- Full redesign of Township website

#### **Committees/Boards/Commission**

**Planning Commission (7 years)**

**CCTA/KCTA (Transit: 7 years)**

**Metro Local Advisory Committee (7 years)**

**Chair: Southwest Michigan Building Authority (1 year)**

## **Supervisor's Office**

### **2019 ACCOMPLISHMENTS**

- Worked with Fire Department Employees on Union organization.
- Hired employees, including Parks Seasonal Maintenance, General Maintenance, IT Director, Assistant Treasurer, Paid on Call Firefighters, Assistant to the Supervisor, Planning Director, Public Works Technical Specialist, and Six 24 Hour Firefighters.
- Multiple internal meetings on the USDA sewer project.
- Completed GO! Green Oshtemo planning effort integrating non-motorized, parks, conservation, and cemetery planning efforts.
- Continued research and implementation of green burial option with Clerk's Office and Board.
- Developed written procedures for department clarity on hiring and promotional process.
- Organized, worked on and with the Government Efficiency & Exploring Opportunities Committee
- Multiple/many HR discussions held during transition to full time Fire Dept
- Township Board Meeting Preparation
- Reached four-year police protection agreement with Kalamazoo County, including more transparent and advantageous costing.
- Achieved agreement to resolve safety issue at Meijer East drive
- Assisted staff in grant applications such as Consumer Energy Planet Awards.
- Explored Styrofoam recycling and waste hauling options for residents
- Met with multiple property owners on Stadium Park Way to address APW access issue.
- Participated in multitude of internal and external Board, Committee, Departmental, and Staff meetings
- 2020 Annual Budget Preparation

### **2020 GOALS**

- Work across all departments to keep employees and the public as safe as possible during pandemic, including adapting "Work from Home" and Return to Work Plans
- Hire IT Director, Parks Seasonal Maintenance, Zoning Administrator, Paid on Call Firefighters, HR Specialist.
- Continue to assist department through transistions and onboarding of new, talented professional staff
- Meet with the following ongoing committees, boards, departments, staff:
- Develop Department Head and review other employee performance evaluations
- Recruit board and committee members for all voluntary and required positions.
- Participate in March Board of Review.
- Conduct multiple neighborhood meetings to present and discuss sewer expansion.
- Continue work to offer Green burial option to public
- Township ceremonial representation
- Police contract amendment for more road patrol deputies.
- Attend court legal proceedings

- Provide employees benefit information, track all benefits for all current and former employees; track time sheets; track purchasing; adopt union agreement; implement parallel union agreement benefits system as needed
- Populate and organize BS&A HR Module to streamline; review and organize remaining hard copy personnel files
- Work with Public Works on details of multiple capital projects
- Work with a highly concerned public toward better understanding and communication on the sewer expansion. Implement the hardship/deferment program.
- Participate in internal and external Board, Committee, Departmental, and Staff meetings
- 2021 Annual Budget preparation, including adjustment to projected revenue reduction

### **2021 Vision**

- Continuous improvement projects as identified.
- Continue capital projects as identified by Board in Capital Improvements Plan.
- Develop strategies with the community to implement the GO! Green Oshtemo Conservation Plan
- Work to manage growth in staffing, continuous improvements, operational efficiencies, and to craft a five or ten-year organizational strategic plan to address the GEEOC identified issues
- 2022 Annual Budget preparation



TOWNSHIP TREASURERS OFFICE  
7275 WEST MAIN STREET  
KALAMAZOO, MI 49009-9334

269-216-5221 FAX: 269-375-7180

## Accomplishments

- 2019
- Built 2020 tax database and transitioned from 2019 data without problem
- Implemented a new investment strategy for 2019 into 2020
- Increased investment returns from 2018 to 2019 by 244% total return of \$186,938.09
- \$110,368.31 increase from 2018 covers 96% of the ENTIRE treasurer's office budget of 2019.
- Promoted treasurer assistant to Deputy Treasurer
- Per audit suggestion implemented dual control check processing system
- Created special assessment districts for mandatory sewer hookups.
- Created essentially a mortgage company system using Special assessment BSA module to be paired with the Tax BSA to track and collect financing of sewer mortgages.
- Supporting PW with creating mortgage agreements for hookup payments.
- Audited TIF and Brownfield tax capture.
- Struck all delinquent Personal Property tax 2015 or older.
- Worked with assessing and manufactured home parks to capture resident movement for PPT purposes.
- Implemented \$126,000 worth of streetlight conversions that twp board approved.
- Was recognized by my peers to be president of my class 2020 for the Michigan Municipal Treasurers Institute

## Goals 2020-2021

- Complete Summer and Winter Tax bills without issue
- Update tracking system for tax disbursements, use a more sophisticated excel worksheet
- Refinance all current sewer mortgage agreements
- Position treasurer's office to provide more support for the budget process
  - Provide potential revenues every June
  - Provide previous year's revenues and expenditures
- Disburse any delinquent taxes still due to entities
- Update the online payment platform.
- Reduce Physical collection of monies.
- Implement a new disbursement of tax monies using direct ACH to county
- Help create and Implement new month-end reconciliation policy
- Create SOP for Deposits

## **Visions**

- Obtain national and state certifications
- Certify our investment policy with the national association of public treasurers US and Canada.
- Let the treasurer's office be a place where departments can get visuals or breakdowns of their previous year's revenue or expenditures.
- Provide projections and trends in revenues and expenditures for different funds.

# OSHTEMO CHARTER TOWNSHIP

## ASSESSING DEPARTMENT

2020 SEV (Assessed/State Equalized Value = \$ 1,119,412,400  
2020 TV (Taxable Value) = \$ 918,081,984

2020 Real Property Parcel Count = 6,899  
2020 Personal Property Count = 856  
2020 TOTAL Real & Personal = 7,755

2020 Exempt Parcel Count (not included above) = 219

### 2019 Accomplishments

- Continue to review ECF Neighborhoods and make adjustments accordingly
- Update all Standard Procedures for Assessing Department
- Appraise and assess taxable property (including new construction and including ensuring the taxable value uncapping of property following transfers of ownership)
- Prepare and maintain the assessment roll, property classifications, property descriptions, special act rolls and other assessment records and have an established procedure to update records on a regular basis.
- Administer land division act (Split/Lot Line Adjustments)
- Synchronize the use of GIS into the Assessing software
- Continue to work with Attorney Jim Porter to resolve MTT Appeals  
**2019** 11 Total Appeals  
3 Residential and 8 Commercial  
All but 3 appeals have been settled or heard by the MTT
- Continue to work with Treasurer to ensure that Assessing/Tax are in balance
- Complete, sign and deliver all statutory reports to the State Tax Commission & Kalamazoo County Equalization
- Worked closely with Kalamazoo County Equalization Department for the 2019 Sales Ratio Study conducted by the County
- Assistant to the Assessor – Yale Smith received his MCAO certification through the STC
- Completed the process of Purchasing Eagleview Change Detection Software
- Started digitization of property/record card data files

### 2020 Goals

- Continue to coordinate revenue projections with Treasurer as needed
- Complete 20% systematic review of Real Properties (Residential/Commercial/Industrial)  
Using PivotPoint Field Software (**Pending Twp Board Approval due to Covid-19 Pandemic**)
- Start to analyze Eagleview Change Detection Software Feature
- Update all Standard Procedures for Assessing Department
- Appraise and assess taxable property (including new construction and including ensuring the taxable value uncapping of property following transfers of ownership)
- Prepare and maintain the assessment roll, property classifications, property descriptions, special act rolls and other assessment records and have an established procedure to update records on a regular basis
- Administer land division act (Split/Lot Line Adjustments)
- Synchronize the use of GIS into the Assessing software

- Continue to work with Attorney Jim Porter to resolve MTT Appeals  
**2020 YTD**      **4** Total Appeals  
                     4 Commercial   0 Residential  
                     Nothing has been settled on any of the 4 appeals yet
- Continue to work with Treasurer to ensure that Assessing/Tax are in balance
- Complete, sign and deliver all statutory reports to the State Tax Commission & Kalamazoo County Equalization
- Work closely with Kalamazoo County Equalization Department for the 2021 Sales Ratio Study conducted by the County
- Continue to comply with State Tax Commission Audit of Minimum Assessing
- Continue digitization of property/record card data files

### **2021 Vision**

- Complete systematic review of Real Properties (Residential/Commercial/Industrial)
- Integrate Eagleview Change Detection Feature into workflows
- Update all Standard Procedures for Assessing Department
- Appraise and assess taxable property (including new construction and including ensuring the taxable value uncapping of property following transfers of ownership)
- Prepare and maintain the assessment roll, property classifications, property descriptions, special act rolls and other assessment records and have an established procedure to update records on a regular basis
- Administer land division act (Split/Lot Line Adjustments)
- Synchronize the use of GIS into the Assessing software
- Continue to work with Attorney Jim Porter to resolve MTT Appeals
- Continue to work with Treasurer to ensure that Assessing/Tax are in balance
- Complete, sign and deliver all statutory reports to the State Tax Commission & Kalamazoo County Equalization
- Work closely with Kalamazoo County Equalization Department for the 2022 Sales Ratio Study conducted by the County
- Comply with State Tax Commission Audit of Minimum Assessing Requirements (AMAR)
- Continue digitization property/record card data files

## Fund: General

### Department: Maintenance

#### 2019 Accomplishments

- **Started new Cleaning Services.** – Replacing long term service looking for better service and results
- **Survived Polar Vortex** – Maintained facilities during of temperatures 16 below zero.
- **Started New full Time Maintenance Position** – new position replaces a previous part-time position to further meet the needs of township facility maintenance.
- **Park Ranger staffing** – always a challenge
- **A/C Repair at the Grange** – Diagnosis found all it needed was a new capacitor (value of maintenance department to reduce costs).
- **A/C Repair at 5-1 Roof Top Unit** – Diagnosis found all it needed was a new capacitor (value of maintenance department to reduce costs).
- **New Barrels for park trash and painted by library project.** Coordination efforts for needed replacements with learning experience for community.
- **Parking lot Sealing Project** – main parking lot sealed and Station 5-1 and 5-2.
- **LED light conversions** – where ballasts have failed, that luminaire is 100% converted to LED. Where bulbs only need replacement LED hybrid bulbs are used.
- **Added Drake Road Sidewalk to our 4 miles of sidewalk snow clearing**
- **The Usual**
  - Irrigation systems
  - Parks Maintenance
  - Flags in Cemeteries
  - Walkway trimming
  - Annual Disposal system service
  - Seasonal Mowing
  - Seasonal Snow removal

#### 2020 Goals

- **Place and Train New Staffing** – New staffing for landscape servicing and staffing for the parks was filled as per plan.
- **Review Staffing requirements** – review needs as pertaining to cost / benefit.
- **Maintain Maintenance Proficiency** – Preventative Maintenance, In house repairs, planning, etc.
- **Continue Capital Improvements**
  - **Vehicle Updates.** – Last year's Chevy replacement plan delayed and this year's Ford replacement plan. – Trucks with plows.
  - **Cemetery Fencing** – Genesee Prairie east property line fence replacement
  - **Cemetery Maintenance** – new section installation
  - **Maintenance Facility**
  - **Old Township Hall Painting**
  - **Station 5-2 HVAC return venting**
  - **Office Carpeting**
- **Monitor systems – Electrical system usage / HVAC** – Smart meters have resulted in obtaining usage information on a timely basis. The township has and monitors 51 HVAC systems and controls 11 wireless thermostats.
- **Planned Capital Improvements**
  - **Facilities and Space Planning** – Evaluate needs and alternatives to others plans

## 2021 Vision

- **Monitor Aged Equipment Replacement** – “replaced as needed”
  - **Grounds Keeping equipment**
  - **HVAC equipment** – just continue to closely monitor specific units
    - **Station 5-3 Furnaces**
    - **Station 5-2 HVAC Upgrades**
- **Equipment Updates** – Monitor value added systems / needs
  - **Vehicle Succession**
    - **Mower 2024 (Year 15, 1900 hours)**
    - **Mower 2025 (Year 16, 2100 hours)**
    - **Business Car 2023 (Camry) (15 years old)**
- **Maintain Maintenance Proficiency** – keep doing what is successful
- **Review Facility needs and prioritize**– How capital improvements for the fire department and policing needs affect maintenance facilities. How capital improvements for non-motorized paths affect maintenance needs.
- **Special Work Details** – We’ve has church group volunteers, friends of the park volunteers and community service volunteers.
  - **Coordinated W/Schools, Groups?**
  - **Community Service Opportunities**
- **Maintenance Building Facilities Updating** – Seriously look at facility / shop/ space needs whether or not it’s in conjunction with other planned facilities. – right now there are 5 police vehicle in 4 parking spaces and if the board expands police services, there may be more in the near future. There are 5 township vehicles in 4 parking spaces along with seasonal storage in the other half of the vehicle garage. There is no shop repair space per se and limited storage areas.
- **Planning and Review for future Township needs**– As the township expands, e.g. expanding sidewalks, change in sidewalk maintenance, growth in parks and facilities, Equipment and assets will need to be expanded and improved. b.) Evaluate the cost effectiveness of staffing project or subletting.

# Memo



**To:** Oshtemo Charter Township Board

**From:** James W. Porter

**Date:** June 4, 2020

**Subject:** Legal Department's 2020 Mid-Year Accomplishments, 2021 Goals and Vision

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## **2020 ACCOMPLISHMENTS – MID-YEAR**

- ◆ Purged nearly 131 boxes of old records stored in Battle Creek – pertinent documents scanned and balance shredded. There are no boxes left in Battle Creek and only 18 boxes yet to scan;
- ◆ Further refined electronic records retention system for the Legal Department;
- ◆ Filed briefs with MTT to implement charter millage and road millage for the Township; and
- ◆ Completed Township Plan for assisting poor and elderly with sewer connections.

## **2020 GOALS**

- ◆ Continue to purge old records and continue to work on electronic records system for the Legal Department;
- ◆ Complete legal action for the right to implement full charter millage;
- ◆ Encourage Township's implementation of electronic records retention policy; and
- ◆ Work on conservation easements to support Go Green Initiative.

## **VISION**

- ◆ Charter millage and road millage – provide education to the Board on funding options, as needed
- ◆ Enact a Conservation Easement Program;
- ◆ Assist in implementing electronic record retention policy;
- ◆ Continue to scan and purge old records; and
- ◆ Approve start of Phase I USDA Project.

## OSHTEMO CHARTER TOWNSHIP

## **PUBLIC WORKS DEPARTMENT ACCOMPLISHMENTS, GOALS AND VISION**

### **2019 Accomplishments**

- Contracted with Road Commission of Kalamazoo County (RCKC) to participate on eleven (11) local road maintenance projects for 2018. (A General Fund local roadway maintenance investment of \$215,223.)
- Working in partnership with RCKC (as the eligible Act 51 Agency) we received \$417,459 in funding commitment from MDOT's Transportation Alternatives Program to construct the first segment of the Drake Road Non-Motorized Facility. (A 4200 feet mixed use sidewalk and trailway facility from West Main to Green Meadow Drive.)
- Continued the partnership with RCKC (as the (new) eligible Act 51 Agency) to seek commitment of an MDOT approved \$316,375 safety grant to construct the middle trailway segment of the Drake Road non-motorized facility, extending from to KL Avenue.
- Initiate a partnership with the City of Kalamazoo (as the eligible Act 51 Agency) to receive MDOT Transportation Alternatives funding to complete the remaining trailway segment (KL Ave to Stadium Dr.) of the Drake Road non-motorized project. (Grant funding commitment is contingent upon fruition of a new Amtrak rail crossing.)
- Ongoing acquisition of easements required for the overall Drake Road and Stadium Drive non-motorized facilities.
- Reviewed and approved private-extensions of public water and/or public sewer utility services within three (3) developer-financed subdivisions or commercial developments. (Advia, Autumn Grove & Mystic Heights)
- Through the guidance of multiple neighborhood meetings with residents, their comments, and other public input, assisted the CIC committee and Township Board with consideration and adoption of revised sewer connection fees and associated ordinance amendments.
- Reviewed with both the CIC Committee and Township Board the City of Kalamazoo change in policy that City would once again complete residential water service connection for water utility customers outside of the City.
- Initiated engineering design services for a North 8<sup>th</sup> Street public sewer extensions to be completed in conjunction with RCKC planned pavement reconstruction as part of down grading the roadway from County Primary to Local.
- Initiated engineering design services with RCKC to address street closing and flooding of N. 8<sup>th</sup> St.
- In collaboration with the KLA Group, did tree replacements and additional restoration work within the Project Limits of a new water pressure reduction station at W Main St, and water extensions into N. 2<sup>nd</sup> St, W. J Avenue and the Maple Hills Estates neighborhood.
- Coordinated with RCKC in their design of N Ave pavement reconstruction from 9<sup>th</sup> Street to 11<sup>th</sup> Street.
- Completed approximately engineering reviews of 12 private-development plans.
- Completed concept and preliminary designs for the proposed non-motorized facility along Stadium Drive from Quail Run Drive to 11<sup>th</sup> St.
- Completed a concept plan and negotiated an engineering services agreement to prepare engineering plans for the proposed Stadium Drive non-motorized facility between 8<sup>th</sup> Street to 11<sup>th</sup> Street in preparation of grant funding submittals.
- Continued working with WMU to install Oshtemo financed utilities in "BTR 2.0" —an expansion of the WMU commercial research park along Drake Road.
- Worked with engineers Fleis&Vandenbrink to finalize the design plans for the Phase 1 extensions of public sewers into unserved neighborhoods. Initiated design work for the Phase 2 expansion.
- Provided ongoing assistance to the department of Code Enforcement regarding storm drainage and related engineering issues. Participating in numerous site visits and observations. Provided engineering advice/consultation, initiated appropriate corrections or (where appropriate) confirmed the need to initiate enforcement.

- Continued coordination of public infrastructure permitting and acceptance inspections with partnership agencies (RCKC for public roads, City of Kalamazoo for public water, P&N for public sewer, SMBA for sanitary sewer connections, and Ordinance Enforcement for public sidewalks).
- Participated in Oshtemo Township CIP updates for roads and utility projects
- Participated in community outreach for numerous planning and zoning initiatives.
- Worked with various departments to update utility & sewer extension projects, and related community information on the Township web page.
- Completed the sending of second notification letters for mandatory sanitary sewer service connection requirements where existing sewer service is available.
- Work with Fire Department and City of Kalamazoo to initiate FD department testing of fire hydrants.
- Worked with SAW consultant to review inspection and data collection of sanitary sewer system.
- Participated and assisted planning staff in considering location-specific, complex land development issues with potentially distinct community impacts and public infrastructure challenges. (These include the preservation overlay, the West Main Sub Area, the Maple Hill Sub Area and access issues associated with the Westgate development area.)
- Served as community liaison and technical staff representative on interjurisdictional initiatives for groundwater protection (Kalamazoo Groundwater Stewards), watershed management (Arcadia Creek Watershed Committee) and transportation planning (Kalamazoo Area Transportation Study).
- Built positive relationships with local excavators, plumbers, and sewer/septic firms who perform sewer connection type work in Oshtemo as a service to owners in the sewer expansion area.
- Assisted property owners in creating successful on-site stormwater runoff mitigation plans through GIS to help alleviate existing grading issues.
- Notified the City of Kalamazoo for all one-off public water and sewer connections by sending reports on a monthly basis.
- Developed a working rapport with the City of Kalamazoo Treasurer's Office and Utilities Billing Department regarding public utility connections.
- Continued the partnership with the Southwest Michigan Building Authority in permits and certificate of occupancy process using BS+A software.
- Responded to inquiries and tabulated utility connection fees for public water and public sewer services. (approximately 76 water and 157 sanitary connections).
- Provided record searches and participated in responding to FOIA requests and related needs of Legal Counsel.
- Worked with local engineering firm P&N to conduct dye-tests where there was uncertainty whether a structure was connected to public sewer.
- Completed mailings of a first notification letter regarding mandatory connection to public sewer for the forthcoming USDA sewer extension project (approximately 282 notices).
- Assisted with the Planning Department to develop an online interactive web-map displaying properties affected by USDA Phase 1 sewer extensions.
- Enhanced GIS mapping skills throughout the Public Works Department and continued to refine digital management of utility records. (greater use of electronic records over that of physical paper storage)
- Continued to participate with Clerk's project to convert Township paper records (engineering record plans, et al) to digital image files in a document management system.
- Continued to assist Legal Counsel and Board representatives seeking to negotiate a new public water service agreement with the City of Kalamazoo
- Assisted property owners with their desire to enter into an installment purchase agreement with the Township to finance utility connection fees.
- Continued to collaborate with the KLA Group for KLA Group sponsored public water connections.
- Responded to local realtors and title company land inquiries regarding whether a parcel has access to or is connected to a public utility; and whether such utility service may be forthcoming.
- Performed sidewalk inspections to ensure all developer built public sidewalks and private development accessible paths and parking facilities meet township standards and ADA requirements.
- Continued to build positive relationships with the general public through effective customer service and professionalism via email, phone, and in-person.

- Recruited Colten Hutson the position of Public Works Technical Specialist. Completed employee orientation, training, mentorship and initial employee performance appraisal.

### **2020 Goals**

- Ongoing annual collaboration with KCRC to fund and prioritize local roadway maintenance projects.
- Compliance auditing and related efforts to complete mandated sewer service connections and provide project closure.
- Obtain formal USDA Rural Development Program financial assistance to proceed with proposed public sewer extensions into the older, unserved neighborhoods of Oshtemo.
- Continue to work with property owners within planned sewer extension area to navigate the sewer connection process, connection fees and (federal, state and Township) hardship and traditional financing opportunities (to include the Township's historically offered installment payment option).
- Work with the Board and its financial consultants to consider further amendments to sanitary sewer connection fees and utility service surcharges as may be appropriate to provide stable, long-term financing of the sewer fund.
- Continue to work with RCKC and KCDC towards drainage improvements associated with existing county drainage systems and their associated drain basins.
- Complete construct the first segment (W Main to Green Meadows) of the proposed Drake Road non-motorized facility.
- Initiate and complete construction of the second segment (Green Meadows to KL Avenue) of Drake Road non-motorized facility.
- Initiate planning, design and permitting of the reconstruction of the flooded portion of 8<sup>th</sup> St.
- Complete installation of emergency generator at the Buckham Highlands sanitary sewer pump station.
- Complete easement acquisitions for identified cross-country sewer runs needed for the Phase 2 sewer extension.
- Initiate easement acquisitions to construct a KL Ave non-motorized facility from Copper Beech to Drake Rd.
- Collaborate with MDOT and RCKC on abutment placement and design for a replacement bridge for US 131 over KL Ave.
- Assist planning department's interagency GIS collaborations to acquire, share, maintain and update local and county-based infrastructure and related GIS data. (The initiative is intended to complement County implementation of its e-911 initiative.)
- Ongoing engineering review of private-development site-plans and privately constructed sidewalks.
- Ongoing response to citizen complaints/inquiries related to engineering and public infrastructures.
- Ongoing participation and assistance to other departments engaged in long-term planning, anticipated infrastructure needs, and community outreach in these collaborative endeavors.
- Begin mapping all Oshtemo owned easements through Arc GIS.

### **2021+ Vision**

- Complete the Drake Road non-motorized facility to Stadium Drive.
- Submit TA Grant Application to KATS for the next Stadium Drive sidewalk extension project. (Quail Run Drive to 9<sup>th</sup> St.)
- Complete the design, bidding and bond funding of the Phase 2 sewer extensions.
- Work with planning staff and others to develop a GIS dataset catalog and identify spatial data maintenance workflows.
- Continued refinement of the department's utility records management and GIS integration. Continued migration to digital records and electronic document facsimiles over the use of physical paper storage.
- Work with the Kalamazoo Regional Water, Wastewater Commission to renew water and wastewater utility service agreement with the City of Kalamazoo.
- Complete easement acquisitions and seek grant funding to install a KL Ave non-motorized facility from Copper Beech to Drake Road.
- Seek a Routes to School grant application with KPS for 9th Street sidewalk.
- Community out-reach and concept plan for a Quail Run Drive sidewalk facility, from 9th Street to Stadium Drive
- Concept planning for a further westward extension of a sanitary sewer interceptor main out of KL Avenue in order to serve the southern tier (Stadium Drive) of the Township.

- Implementation of electronic cataloging and spatial indexing of public easements.
- Implementation of electronic cataloging and spatial indexing of engineered, private drainage basins, for the purpose of periodic public oversight to identify obvious maintenance deficiencies.

**Fund: General**  
**Department: Planning**

**2019 Accomplishments**

- Completed the Go! Green Oshtemo Planning effort.
- Submitted for and received the Go! Green Plan to the Michigan Association of Planning for a planning excellence award.
- Accomplished cross-access agreements with Bronson, Advia, and Meijer to improve safety on West Main Street, implementing the West Main Sub-Area Plan and Overlay Ordinance.
- Continued work on the MDOT TA Stadium Drive nonmotorized path.
- Completed the West Main Corridor Improvement Authority Development and TIF Plan. Unfortunately, the application was denied by the County.
- Worked with the Village Theme Development Plan subcommittee (Planning Commission and DDA members) to prepare a draft of the revised plan.
- Worked on the following General or Zoning Ordinance amendments:
  - Developed Agribusiness/Agrotourism Ordinance
  - Developed new Lighting Ordinance
  - Developed Flags and Flagpoles Ordinance
  - Developed amendment to the Conditional Rezoning Ordinance
  - Developed amendment to the Subdivision, site condominium, and Land Division
  - Developed new Landscaping Ordinance
  - Developed amendment to the Setbacks Ordinance
  - Began amendment to Accessory Buildings Ordinance
  - Began amendment to Keeping of Animals Ordinance
  - Continued the development of the Maple Hill Overlay Zone in response to the Master Plan update.
- Development Reviews
  - Subdivision - Autumn Grove received step 3 approval
  - 11 Special Exception Use applications reviewed
  - 12 temporary events reviewed and approved (4 required PC approval)
  - 4 Variances reviewed
  - Site plans reviewed
    - 3 by the Planning Commission
    - 3 by the Zoning Board of Appeals
- Continue discussion and analysis of non-motorized facility implementation along Drake Road, 10<sup>th</sup> Street, and KL Avenue working with property owners, Road Commission, MDOT, and consultants
- Assisted Assessing Department in the full implementation and use of Pivot Point software.
- Completed mutual aid alarm cards for the Fire Department using GIS.
- Provided Standards of Coverage data analysis for the Fire Department through GIS.
- Updated and improved the Township's interactive online map application for public use.
- Provided DDA and SoDA Planning consultation and administration

**2020 Goals**

- Streamline Development Schedule of Applications (completed)
- Formalize Internal Development Review Process (completed)
- Improve ZBA Ruling procedure/ documentation (completed)

- Create a ZBA case excel database (in process)
- Solicit, hire, and integrate new Zoning Administrator (in process)
- Continue discussion with HR on departmental structure/staffing needs– the use of consultants vs. in house staffing for long range planning and GIS needs (in process)
- Clean up Planning’s ESCROW account (in process)
- Continue to improve administrative efficiency and productivity to ease Staff workload and reduce back log, such as administrative review of some site plans.
- Assist with 2020 Census efforts (in process)
- Created GIS map showing voting precinct districts for Clerk’s Office. (completed)
- Work with the Planning Commission and Township Board to adopt an amended Village Theme Development Plan (completed)
- Complete the following Zoning Ordinance amendments
  - Accessory Buildings Ordinance rewrite (completed)
  - Keeping of Animals Ordinance amendment (completed)
  - Lighting Ordinance Amendment (completed)
  - Assembly and Convention Halls (in process)
  - 5G Ordinance
  - Marijuana Ordinance
  - Maple Hill South Mixed Use Overlay District
- Work with the Planning Commission to set Ordinance Amendment priorities (completed)
- Clarify and coordinate sidewalk infill process (in process)
- Step 3 of Mystic Heights
  - Review of step 3 (completed)
  - Create process to document tree preservation efforts (completed)
  - Staff to continue to monitor settlement agreement throughout construction (in process)
- Create a Frequently Asked Questions page for the Planning Department that will be placed on the website.
- Create informational handouts for common inquiries, such as temporary signage.
- Created GIS map of multiyear burning permits for the Fire Department. (completed)
- Provided GIS support for green burial option project (in process)
- Manage daily work related to development, customer service, and Boards and Commissions.
- Coordinate and support nonmotorized efforts as needed.
- Continue to update and improve Township interactive online map application for public use.
- Draft policy or procedural language to manage the release of certificates of occupancy.
- Provide DDA and SoDA Planning consultation and administration.
- Continued education (AICP – in process)

## **2021 Vision**

- Continue to improve administrative efficiency and productivity to ease Staff workload and reduce back log.
- Continue to implement Master Plan objectives via Zoning Ordinance updates, subarea plans, mapping, etc.
- Continue to work with the Planning Commission on Ordinance amendments.
- Update Access Management Plan and Ordinance.
- Continue to make the Zoning Ordinance more user-friendly.
- Continued implementation assistance for Non-motorized goals.

- Depending on GIS staffing:
  - Continue to establish and improve working relationship with other area jurisdictions and authorities to better facilitate sharing of GIS data and knowledge
  - Continue to evaluate and update Township GIS data assets to ensure good and accurate data is being used.
  - Work to streamline and improve the Township’s building address assignment processes, spatially referencing addresses in GIS as they’re created, and regularly passing updates on to the County Planning Department.
  - Begin discussion on creating a web GIS mapping tool for residents to report Ordinance violations.
- Create “development packets” after the Zoning Ordinance re-organization that will provide information on development requirements of the Township.
- Provide DDA and SoDA Planning consultation and administration.
- Continued education (AICP – in process)

Oshtemo Charter Township Parks Department  
Accomplishments, Goals, Vision

**2019 Accomplishments**

**Drake Farmstead**

- Completed construction of carriage barn and barrier-free ramp to the historic house with Capital Campaign and Park funds.
- Completed renovation of the reception room in the historic house in partnership with Oshtemo Historical Society (OHS) using Capital Campaign and Oshtemo Friends of the Parks (OFP) funds.
- Enlisted volunteers to remove invasive vegetation and open trails. 177 volunteer hours, \$3,540 value.
- Designed six interpretive signs in partnership with OHS and other volunteers, with funding from Michigan Council for Arts and Cultural Affairs (MCACA).
- Designed, bid and hired contractors for construction of picnic shelter, accessible trail, and parking lot.
- Worked with Township Attorney on future acquisition of the adjacent pond property.

**Grange Hall**

- Maintained the rain gardens with volunteers from Kalamazoo River Watershed Council.

**Flesher Field**

- Hosted fourth annual outdoor concert series at the gazebo in partnership with OFP. MCACA/ACGK grant and sponsorships covered all costs.
- Offered 'Yoga in the Park' at the gazebo in partnership with OFP.

**Township Park**

- Hosted programs for adults and youth in partnership with Kalamazoo Public Library.
- Offered tennis lessons for youth and adults with Lets Serve Tennis Club.

**Miscellaneous**

- Completed GO! Green Oshtemo, a comprehensive and coordinated plan for parks and recreation, conservation, non-motorized transportation, and cemeteries, which was approved by the Michigan DNR as Oshtemo's Five Year Parks and Recreation Master Plan 2019-2023.
- Completed a market study of Ameritech corridor for potential acquisition.
- Continued to study alternatives and communicated with property owners to pursue a neighborhood park on the east side of the Township near high density residential areas.

**2020 Goals**

**Drake Farmstead Park**

- Open the park to the public on a daily basis.
- Complete construction of the picnic shelter, accessible trail, and parking lot with MNRTF, Oshtemo Rotary, and Park funds.
- Plant native wildflower and grass seed mix in the six acre prairie reconstruction area with Kalamazoo Community Foundation (KCF) funds.
- Build and install a park sign along Drake Road.
- Fabricate and install six interpretive signs along trails and a kiosk with park map and bulletin board with funding from MNRTF, KCF, and MCACA.
- Improve the gravel driveway.
- Furnish the carriage barn with tables and chairs. Design and install a plaque to recognize Capital Campaign donors.
- Host educational and recreational programs in the carriage barn and promote for private events. (On hold)
- Continue to build trails and remove invasive vegetation with volunteers.
- Trim historic and other trees along driveway with volunteers and paid contracts.

**Grange Hall**

- Promote the facility to increase rental revenue. (On hold)
- Work with Eagle Scout candidate to create a nature trail on Township-owned property to the north.
- Install gutters and other measures to reduce moisture in the lower level.

### **Flesher Field**

- Host a modified music/art event that allows for social distancing. Secure grants and sponsorships to fund the event.
- Promote the gazebo for weddings and other private events.
- Continue to host Yoga in the Park and other fitness programs in partnership with OFP.

### **Township Park**

- Design and fabricate signs for the disc golf course. Work with volunteers on installation.
- Color coat and restripe tennis/pickleball and basketball courts.
- Continue to work with Lets Serve Tennis Club to offer tennis lessons for youth and adults.

### **Miscellaneous**

- Apply for MNRTF grant to acquire Ameritech property for future Fruit Belt Trail.
- **Engage residents in the high density Drake/KL neighborhood to understand community needs and values, including recreational needs.**
- Conserve the natural features and character of Township lands by protecting undeveloped open spaces.
- Paint the old Township Hall.
- Install educational signage for rain gardens and no mow areas.
- Replenish engineered wood fiber surface in all playground areas.

## **Vision for 2021**

### **Drake Farmstead Park**

- Develop, fabricate and install additional interpretive signs.
- Construct an exit driveway to Croyden Avenue to improve vehicular circulation with the park.
- Continue to pursue a sidewalk along Croyden Ave to improve pedestrian access to the park.
- Develop partnerships to help plan and construct the educational garden, starting with a small area that can be maintained by volunteers.
- Purchase and install a drinking fountain on the exterior of the carriage barn.
- Install a light fixture along the path between the carriage barn and parking lot.
- Market the carriage barn, house and grounds for weddings and private events to maximize rental revenues.
- Continue to offer educational and recreational programs.
- Plant native trees, shrubs, and wildflowers that produce food for people or wildlife (food forest).
- Maintain the newly planted prairie reconstruction area.

### **Non-Motorized Trails and Greenways**

- Acquire land for the future Fruitbelt Trail. Complete improvements needed to open the property to the public, such as a trailhead sign at Flesher Field, stop signs at 6<sup>th</sup> Street, fencing for specified adjacent residences, etc.
- Establish priorities and develop criteria to establish corridors through natural areas as identified in GO! Green Oshtemo.

### **Township Park**

- Develop a joint natural area management plan for Township Park, Anderson Arboretum, Devries property, and Bonney Castle Lake properties.

### **Flesher Field**

- If Ameritech property is acquired, create trail connections and trailhead signage to highlight the new recreation opportunity.
- Use volunteers to maintain trails and remove invasive species.

### **Grange Hall**

- Create a staging area for bike rides, with port-o-let, water access, and bulletin board or kiosk to post routes.

### **Miscellaneous**

- Conserve the natural features and character of Township lands by protecting undeveloped open spaces.

- Based on feedback from the community engagement process in the Drake/KL neighborhood, address recreational needs in this high density residential area.
- Develop a pilot study focused on verification of biodiversity within three areas of natural interest shown on the Conservation Areas of Interest Map in GO! Green Oshtemo.
- Evaluate hvac systems and gutters at Community Center, Grange Hall, and Drake House.
- Continue partnerships with OFP and other organizations such as Kalamazoo Public Library and Rotary to provide events and programs that promote the important role of community parks.
- Develop a communications and marketing plan for Township parks and events.
- Charge time spent on park/facility rentals by front desk staff to more accurately represent the Parks budget.

## Ordinance Enforcement Accomplishments/Goals/Vision: 2020

### 2019 Accomplishments:

- 325 New enforcement cases created (Complaints, animals, blight, dangerous buildings, noise nuisance, plant growth violations, property maintenance, sidewalks, stormwater/soil erosion, street complaints, truck route violations, Zoning Ord. violations, etc. Note: OE collaboration w/SMBA: OE issued 52 permit work violation notices issued to contractors/property owners in 2019.) 390 enforcement cases resolved/closed in 2019.
- 9 Apartment complexes inspected (of 39 complexes w/4 units+).
- Mobile Home Communities 2019 Inspections: Park-wide inspections performed w/Fire Marshal of all four (4) Oshtemo Twp. mobile home communities (Property maintenance, code compliance, Fire Safety/Fire Access, infrastructure). (Every 3 year inspection schedule).
- 25 C.I. Citations Issued by Ordinance Enforcement; 15 related to building permit, fire-safety and occupancy violations. (Fines total: \$4,900)
- 24 C.I. Citations referred to OE from OFD Parking Enforcement for non-payment. OE Asst issued final warning letters resulting in 33% admission of responsibility/fine payment directly with Twp.
- Lighting Ordinance enforcement compliance for 8 commercial businesses with new exterior LED lighting violations (continuing effort in 2020) and 2 residential properties.
- 480 Liquor Inspections performed in 2019 (40 active licensees in 2019; increase to 42 in 2020).
- 336+ "Snipe" Signs removed from R.O.W.
- 12+ roadside dumping clean-ups by Twp. Staff, including private contractor or MDOT referrals.
- Radar update: NEW radar speed trailer out of service most of 2019. The shared (Osh/Tx Twp) radar trailer was deployed to 8 locations.
- General Ordinance: New **Nuisance Ordinance**, Ord. No. 609, Part 218, adopted March 7, 2019. (Author credit to Twp. Atty. Porter; Nuisance examples: *effects and emanations from noise, glare, lights, vibration, dust, smoke, odor, gas, steam, fly-ash, soot, acids, chemicals, fumes, cinders, worms, insects, rodents, flies, or decaying matter*)
- Improved BS&A Building Dept.NET functionality for Rental Certification Inspections, re-inspection scheduling, added and improved "quick violation" workflows for nuisance violations.
- OE Assistant efforts with issuance of warning reminder letters to parking violators before referral of citations to 8<sup>th</sup> District Court resulted in increased admission of responsibility and payment of fines directly to the Township.
- Increased O.E. collaboration with SMBA on permit work violations.
- Assist and support Public Works with: Sidewalk permit inspections to assure compliance with Twp and ADA Standards, Stormwater/soil erosion compliance, stormwater basin development compliance.
- Oriented/trained new Public Works Technical Specialist with sidewalk permit inspections, stormwater/soil erosion inspections/complaints.

### 2020 Goals:

- Resume OE inspections following "*Ordinance Enforcement Covid-19 Response Inspection Procedures*".
- OEO remote office work to continue as needed through phased Covid-19 Return-To-Work Plan. \*Note OEO access to Township & SMBA RDS, online staff/team meetings, Cisco Jabber app and in-office Twp staff have made the transition to remote work manageable and effective, in combination with field inspections using Twp OE vehicle.
- Assist Planning Dept., as needed.
- Mobile Home Inspection follow up in each park.

- Discussion with Supervisor's Office re: OE Dept. staffing needs: short/long-range needs, possible staff-sharing w/ other departments.
- Hire or utilize current Twp staff, orient and train for OE Dept. procedures, software. (OE has 0.5 FTE for OE Assistant)
- Acquired new OE field tablet (Surface Pro in use as WFH computer).
- Acquire 4G LTE mobile hotspot and tablet bracket for OE vehicle to allow remote desktop access to Twp and SMBA servers to provide ready access to information and direct data input to BldgDept.NET while in the field (mobile office).
- Improve OE to 8<sup>th</sup> District Court citation referral process.
- Blight elimination, elevated enforcement for handful of neglected, blighted or dangerous structures.
- Perform systematic rental certification inspections for 13 apartment complexes, 4 re-inspections in 2020 using modified Covid-19 OE inspection procedures beginning mid-June.
- Private commercial drive pothole repair: current focus on 3 locations off W Main St and N 9<sup>th</sup> St.
- Lighting ordinance enforcement: Letters issued to commercial businesses with new exterior LED lighting violations. Post-Covid-19 on-site inspections and enforcement pending. July 15 target compliance deadline, adding cases as they become known.
- Off-Street Parking Ordinance: Review and propose amendments related to Residential off-street parking.
- Maintenance Dept. repaired Wanco radar trailer w/replacement parts under warranty. The Wanco radar speed trailer was put back in-service May 2020. Analyze traffic data and create reports to share with County Sheriff to assist with speed patrols. \*Collect traffic data for Public Works as requested.
- Purchase limited number of traffic cones and safety barricades for emergency field use and sidewalk/non-motorized path pedestrian safety. (Pending budget).
- Continue to assist and support Public Works with: Sidewalk permit inspections to assure compliance with Twp and ADA Standards, Stormwater/soil erosion compliance, stormwater basin development compliance. Assist Public Works Technical Specialist with sidewalk permit inspections, sidewalk complaints, stormwater/soil erosion complaints. Continue secondary support sidewalk permit inspection responsibility to ensure timely service for contractors ready for pre-pour and final inspections. Transition this role to Public Works staff.
- Truck Route: 7 damaged/missing Truck Route "No Trucks" signs and posts installed. One additional "NO TRUCKS" sign placed just south of 8<sup>th</sup> Street commercial businesses to make drivers clearly aware that S. 8<sup>th</sup> is not a truck route.
- BuildingDepartment.NET: Created new "Quick Violation" workflows and troubleshoot existing workflows for OE Asst. ease of use.
- Continue updating BldgDept.NET with new and amended Twp ordinances.
- Work with Human Resources to address Ordinance Enforcement staff transition and needs.
- YTD: 70 Enforcement Cases Created and 39 Enforcement Case Closed, YTD (06/08/2020).

### **2021 Vision:**

- W Main St – Commercial corridor – sidewalk snow clearing to be performed by Township through a SAD (Special Assessment District).
- Address Ordinance Enforcement items across the board, as detailed above.
- Increased attention to areas where blight negatively impacts quality of life for residents.
- OEO to become ICC Certified Zoning Inspector.
- Consider ordinance proposals to address winter street parking nuisances and other street parking concerns in residential neighborhoods.

## **Police**

### **2019 ACCOMPLISHMENTS**

- Explored options with the Police Committee for efficient, transparent police protection for Oshtemo
- Worked with peer Townships to negotiate and change cost system to become more transparent and cost effective
- Negotiated four year police protection agreement with Kalamazoo County and Kalamazoo County Sheriff's Office
- Set priority on contracting for road patrol deputies with sergeants to provide direct service to residents (and to allow Sheriff to retain management oversight)

### **2020 GOALS**

- Amend 2020-2024 Police Protection Agreement with Kalamazoo County to add (2) road patrol deputies and (1) sergeant (evening, working sergeant) positions.
- Clarify with County Sheriff & County the policing policies ("Eight can't wait"?). Work toward accountability, innovation and constructive change
- Conduct joint Police Committee and Township Board Discussion Session
- Verify false security alarm reporting is provided
- Visit City of Kalamazoo data center

### **2021 Vision**

- Continue to work with the County Sheriff's Office on communication and analysis of policing needs. Analyze 911 calls to Oshtemo to determine what type of response or programs will better serve the community.
- Discuss/identify policing needs through discussion with the Board, the Police Committee, and the community.



# Memo



**To:** Libby Heiny-Cogswell, Supervisor and Township Board.  
**From:** Mark Barnes, Fire Chief  
**Date:** June 22, 2020  
**Re:** 2019 Accomplishments, 2020 Goals and 2021 Vision.

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The following summary report recognizes that this department is a joint effort encompassing all of our members.

## **2019 Accomplishments:**

The Fire Department completed the initial Community Risk Assessment (CRA) during 2019. This information was used to guide strategic and tactical decisions within the department. The CRA is a continuous assessment and one of the key components of Center for Public Safety Excellence (CPSE) Accreditation. Our on-duty crews continue to update the CRA as they complete their annual fire/safety inspections of local business. The Fire Department will continue to keep this assessment up to date by maintaining the current operational procedures. This information is maintained in the Fire Department record management system (RMS) Emergency Reporting.

Utilizing NFPA 1001 our training committee identified 30 basic sets of skills that are required to be an effective member of the Oshtemo team. These skills represent the core of the training program and are depicted in our job performance requirement (JPR) tasks.

The goal of downsizing our fleet by replacing two large vehicles with one vehicle has been completed with Rescue Engine 512 in full-service. Both former vehicles have been removed from the Township's fleet.

Oshtemo Fire has become a State Certified EMS continuing education program. This allows us to hold in-house pre-approved EMS classes which are required to maintain individual licensing.

American Heart Association (AHA) certified training site for CPR. Again, this allows us to provide our annual CPR classes in-house. No need to hire outside instructors.

Through our membership in the Kalamazoo Valley Intergovernmental Ambulance Agreement (KVIAA), we have received a number of CPR mannequins that are required to provide annual CPR training. There was no cost to Oshtemo.

Hydrostatically tested all 111 of our Self-Contained Breathing Apparatus (SCBA) Bottles. This is mandated testing every 5-years. Their serviceable life ends at 15-years (2029).

## **2020 Goals**

### **Standard Operating Procedures (SOP).**

This huge task was started in 2019 but met with some operational challenges. Those have now been cleared and we are on a systematic weekly approach to nibble our way to success utilizing the Lexipol system.

### **Fire Hydrant Serviceability**

This project was started in 2019. Year to date, we have been able to accomplish about 50%. COVID has delayed the continuance into 2020.

### **Standards of Cover (SOC)**

The SOC is a document based on the community risk assessment where a level of service performance for both fire and non-fire risks become policy. The SOC can be adopted by the community through the creation of baseline performance statements illustrating the performance, what an agency is delivering with the existing resources and processes. Benchmark statements are considered as performance goals and reflected accepted industry standards.

This document has been in development for three years. The foundation of the SOC is complete. The remaining work entails data mining and collection to develop more detailed baselines. During the strategic planning process the fire department will be able to refine its benchmarks. Once the baselines and benchmarks are complete this document will be ready for review and publication. With the completion of the SOC two of the four major pillars of accreditation will be complete.

The two remaining pillars (Strategic Plan and Self-Assessment Manual) are projected to be in development during the last quarter of 2020 and the first quarter of 2021.

### **2021 Vision**

1. Maintain a focus on developing the department's Standards of Cover, Strategic Plan and Self-Assessment components of the accreditation model. These are huge tasks that will require significant input from other Township managers and elected officials.
2. Continue to implement an updated department operations manual of over 120 policies.
3. CIP:
  - a. Stay on schedule with long the range vehicle replacement plan by completing a mid-life refurb of our Engine 511 (2008 Pierce).
  - b. Replace Engine 513 (1994 Pierce).
  - c. Year 2 of a 3-year phased plan to replace all portable radios.
  - d. Replace aging automatic external cardiac defibrillators (AED's).
  - e. Continue to maintain safe personal protective equipment (PPE) for firefighting.
4. Analyze the future of our fire stations: Number & placement.

**Fund: SoDA  
TIF SoDA/Planning**

**2019 Accomplishments**

- Contributed \$60,000 to Drake Road Path project
- Covered existing Drake Road Path maintenance costs
- Held an Open House on 10-17-19

**2020 Goals**

- Per Accounting – return over collected TIF funds to KVCC
- Contribute \$30,000 to Drake Road Path project
- Cover existing Drake road path maintenance costs
- Hold two Open Houses per State reporting requirements
- Complete new State Reporting Requirements

**2021 Vision**

- Contribute \$30,000 to Drake sidewalk project
- Cover existing Drake road path maintenance costs
- Hold two Open Houses per State reporting requirements
- Complete new State Reporting Requirements

**Fund: DDA**  
**TIF District: DDA (Planning Support)**

**2019 Accomplishments**

- Design work and construction continued for the improvements planned at the DDA owned property at the northwest corner of Stadium and 9<sup>th</sup> Street.
- Continued to coordinate the design phase of Stadium Drive nonmotorized path with the DDA.
- Funded seasonal banner rotations within the Village.
- Maintenance – Millard’s Way snow removal and Community Center landscaping.
- Contributed to upgrade lighting within the DDA boundary to LED.
- Worked with the Planning Commission to draft an Amendment to the Village Theme Development Plan.
- Supported Music in the Park.
- Fund and administer a Façade Improvement program.

**2020 Goals**

- Complete construction for the improvements planned at the DDA owned property at the northwest corner of Stadium and 9th Street. (in process)
- Negotiate with the Oshtemo Methodist Church to secure improvements on their neighboring parcel.(in process)
- Continue to coordinate design of Stadium Drive nonmotorized path with the DDA. (in process)
- Creation and administration of a COVID-19 Emergency Assistance Programs. (in process)
- Create a business inventory for the DDA. (in process)
- Hold two Open Houses per new State reporting requirements.
- Fund seasonal banner rotation within the Village. (in process)
- Continue to upgrade lighting within the DDA Boundary to LED.
- Support Music in the Park.
- Maintenance – Millard’s Way snow removal and Community Center landscaping.
- Fund and administer a Façade Improvement program.
- Establish a list of DDA projects and update the Development Plan. Potential projects include: Stadium Drive sidewalk, 9<sup>th</sup> Street Sidewalk, installing bus stops/shelters within the DDA, installing car charging stations, installing Wifi in the community center, additional Land acquisition projects, School House investment, and shovel ready projects.
- Consider changes in DDA staffing to address future goals of the Development Plan.
- Complete new State Reporting Requirements.

**2021 Vision**

- Hold two Open Houses per new State reporting requirements.
- Continue to fund seasonal banner rotation within the Village.
- Maintenance – Millard’s Way snow removal, Community Center and Corner Park landscaping
- Support Music in the Park.
- Continue to coordinate design of Stadium Drive nonmotorized path with the DDA.
- Fund and administer a Façade Improvement program.
- Continue to implement Development Plan.
- Complete new State Reporting Requirements.