

THE CITY OF OTSEGO
117 E. ORLEANS ST.
OTSEGO, MI 49078
(269) 692-3391
www.cityofotsego.org

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A BIT ABOUT OTSEGO

THE CITY'S NAME

"Otsego" was named after Lake Otsego in New York and is a combination of two words from the Iroquois Indian dialect: "Ot" means a meeting place, and "Sego" is a word of greeting. In recent years, many books have been published featuring the history of Otsego. These books can be located at the Otsego District Public Library.

CITY GOVERNMENT AND SERVICES

The City of Otsego operates its own administrative, police, fire, public works, water, wastewater treatment, assessing, and inspection departments. To find out about these services and how they affect you, please call or visit City Hall during office hours, 8:00 a.m. to 5:00 p.m., Monday through Friday.

The City Commission meets the first and third Monday of each month at 7:00 p.m. at City Hall, 117 E. Orleans Street.

The elected officials of Otsego are:

Cyndi Trobeck	Mayor
Tom Gilmer	Mayor Pro-Tem
Nick Breedveld	Commissioner
Stacey Withee	Commissioner
Jim Misner	Commissioner

In addition to the traditional city services, the City also offers:

1. Transfer Station for Large Refuse - Located on the west side of Farmer Street just north of the Kalamazoo River, off of Helen Ave. It is open Tuesdays, Thursdays, and Saturdays from 9:00 a.m. to 11:45 a.m. and 1:00 p.m. to 3:45 p.m. The fee is based upon weight at the operator's discretion.
2. Dry Trash Pick-up - City workers will remove rubbish free of charge in the residential zones. The pick-up is made the first Thursday of every month. Rubbish is to be placed on the curb-lawn no sooner than the night before pickup. Excluded from this service are household garbage, furniture, appliances, construction waste, and volatile/hazardous substances. The limit is 3 bags or boxes of a size and weight which one man can handle.
3. Recycle Pick-up - Recycle Carts can be obtained free of charge by calling Best Way Disposal and requesting a cart at 1-800-950-5519. The City's Recycling Contractor, Best Way Disposal Inc., will pick up glass, metal, tin, and papers placed in the bins, the first and third Monday of each month. Place the cart on the curb-lawn. Recyclables may also be taken to the Transfer Station, at no charge, during regular operating hours. Contact City Hall for further information.

4. Brush Pick-up - Curb-side brush pick up for residents is scheduled for the first Tuesday of each month. Loose brush should be placed in the curb lawn before 7:00a.m., on the scheduled day of pick-up, but no sooner than the week before. No large limbs will be picked up. Limbs up to 6 inches in diameter and no longer than 6 feet in length, will be picked up. Please arrange brush so that the trunk of the limb is facing the street and piles are no higher than 4 feet in height, this will allow for easier pick-up. Rocks, root-balls, flowers, tree trunks, and like material will not be picked up. These materials can also be taken to the City's Transfer Station free of charge. Thank you for your cooperation.

5. Free Autumn Leaf Pick-up - The City's policy is to canvass all streets twice during the two week pick-up period. REMEMBER: With the exception of Allegan Street, all leaves are to be raked into the street next to the curb. Announcement of actual dates will advise when the leaves should be out to be picked up. If the leaves are not in the street, they will not be picked up. Leaves may also be taken to the Transfer Station, at no charge, during regular operating hours.

DOWNTOWN BUSINESSES

The City of Otsego established a Downtown Development Authority (DDA) to facilitate economic development in the central business district. This board oversees the following functions for the downtown: construction of public improvements, coordination of private improvements management and promotion, and tenant search. The DDA has been involved in a considerable amount of construction over the years, including new streets, decorative sidewalks, new parking lots, a new grocery store, a new post office, underground utility lines, attractive new street lamps, downtown parks, a new Otsego City Hall, a new Otsego Police Station, a new Department of Public Works and other functional and aesthetic improvements. Please contact the City manager at 694-6146 for project details.

The Otsego Chamber of Commerce also initiates and sponsors many activities which promote downtown Otsego. The Chamber coordinates town festivals, and gathers/disperses information for businesses and residents.

Downtown business persons are encouraged to attend the DDA meetings and join the Otsego Chamber of Commerce. These organizations strive to add to the quality of our downtown, and your input will be welcomed and appreciated. The DDA meets at 7:30 a.m. the second Monday of each month at City Hall.

PARKING IN THE DOWNTOWN AREA

Many years ago, like many other communities, Otsego removed the parking meters to encourage downtown shopping. We realize that parking is a limited commodity in any central business district, and ask our business owners and employees to leave Allegan Street and the municipal lots open for customer parking. These prime spaces should be available for shoppers. Downtown business owners and employees are urged to utilize off-street parking away from the stores.

COMMUNITY RESOURCES AND ORGANIZATIONS

The Otsego Chamber of Commerce maintains a comprehensive list of churches, fraternal, service, professional, and business organizations in the Otsego area. Please call the Chamber (269-694-6880) to receive the name and number of a contact person in any organization you are interested in.

The Otsego District Public Library is located at 401 Dix, 694-9690. The hours are 9:00 a.m. to 8:00 p.m. Monday through Thursday; 9:00 a.m. to 5:30 p.m. on Friday; and 9:00 a.m. to 2:30 p.m. on Saturday.

EDUCATIONAL OPPORTUNITIES

The Otsego Public Schools System has an excellent educational reputation at all levels and offers a full variety of extra-curricular activities. This Class "B" school district is large enough to offer everything from theater to advanced computer applications. However, it is still small enough to provide individual attention to all students.

Additional education opportunities abound near Otsego. We are within a 45 minute drive of 14 colleges and universities in Western Michigan. The Allegan Area Educational Service Agency offers extensive training programs in business and industrial skills. For information about the Allegan Area Educational Service Agency, 673-3121.

For more information about the Otsego Public Schools, please call the Superintendent's Office at 269-692-6076. The area parochial schools are St. Margaret's (Catholic) at 269-694-2951, Peace Lutheran (Wisconsin Synod) at 269-694-6104, and the First Baptist Church Academy at 269-694-6738.

OTSEGO PUBLIC SCHOOLS COMMUNITY PROGRAMS

This office is located at the Otsego Middle School, 540 Washington Street, 269-692-6225. The office coordinates many of the community's recreation activities and scheduling of the Memorial Park facilities. The following programs are offered:

Alternative Education	Completion of GED requirements
Community Recreation	Several sports leagues and other activities are coordinated for recreational purposes
Community Services	Other programs and services for community enrichment.

COMMUNITY PROFILE FOR THE CITY OF OTSEGO

Information Provided by: www.census.gov
<http://www.cityofotsego.org>

MILES FROM:

Chicago: 160	Cleveland: 287	Toronto: 382
Detroit: 140	Lansing: 71	Indianapolis: 195

POPULATION:

	City of Otsego	Allegan County
1970 Census	3,957	66,575
1980 Census	3,802	81,555
1990 Census	3,937	90,509
2000 Census	3,933	105,665
2010 Census	3,956	111,408

MAJOR EMPLOYERS

Company	Product/Service	# of Employees
Parker Hannifin (3 Divisions)	Fittings, Actuators	670
USG - Gypsum Supply	Paper	125
Safari Engineering Inc.	Auto Testing Equipment	170
Tengam	Magnets	21
Otsego Public Schools	Public School	325
City of Otsego	Municipality (including volunteer firemen)	58
Hardings	Grocery Store	80

LABOR MARKET ANALYSIS FOR ALLEGAN COUNTY

	2017	2016	2015	2014
Labor Force	62,026	61,250	60,575	58,975
Employed	59,696	59,275	58,800	56,600
Unemployed	2,330	1,975	1,775	2,375
% unemployed	3.8	3.2	2.9	4.0

INDUSTRIAL SITES

Number of industrial Sites:	4
Total Acreage:	50+
Number of Sites with all Utilities Available:	3
Industrial Sites Available:	Privately Owned and City owned

COMMERCIAL SERVICES

Machine Shops in Area: Mill Assist - North Farmer St. Otsego

Accounting Services: H & R Block - M-89, Otsego

Newspapers: Union Enterprise, Kalamazoo Gazette, Allegan County News, Shoppers Guide

Banquet Room: Elks, VFW, Moose Lodge, Community Center/Scout House - Largest Seating capacity - 250

Motels: Comfort Inn, Plainwell

MUNICIPAL SERVICES

Fire Department Personnel: 30 Volunteers

Fire Insurance Classification: 6

Police Department Personnel: 1 Chief, 1 Detective, 4 full-time, 4 part-time, 1 Dispatcher

Water & Waste Water: Yes

Completed Comprehensive City Plan: Yes

Completed Zoning Ordinance: Yes

TAX STRUCTURE

Millage Per \$1000 Taxable Value:

Year	City	County	School	Inter Sch.	State Ed	Library	Homestead Total	Non-Homestead Total
2017	16.3501	6.0424	8.5000	4.9197	6.00	1.6388	43.4510	61.4510
2016	14.1358	6.0839	8.5000	4.9457	6.00	1.6588	41.3242	59.3242
2015	14.0367	6.0937	7.5000	4.9457	6.00	1.6988	40.2749	58.2749
2014	13.6949	6.0937	7.5000	4.1217	6.00	1.7088	39.1191	57.1191
2013	13.7721	5.8977	7.0000	4.1217	6.00	1.6988	38.4903	56.4903

Taxable value equals 50% of True Cash Value the year after a property is sold. Subsequent year values are increased by the consumer price index or 5%, whichever is less. Tax abatements and personal property tax values are determined by more specific calculations.

**Non-Homestead - 0 Mills if Declared Homestead

UTILITIES

Cable: Charter Communications

Electric: Consumers Energy

Natural Gas: Michigan Gas

Phone: AT&T

Rubbish: Best-Way & Republic

Sanitary Sewer: City of Otsego

Water: City of Otsego

FINANCIAL INSTITUTIONS

<u>Institution</u>	<u>Home Office</u>
Fifth Third Bank*	Grand Rapids
Advia Credit Union*	Plainwell
PNC	Grand Rapids
Honors Credit Union*	Otsego
Arbor Financial Credit Union*	Plainwell

*Out of the City Of Otsego Limits

MEDICAL FACILITIES

<u>Hospital</u>	<u>Distance</u>	<u># of Beds</u>
Allegan General Hospital	10 Miles	63
Borgess-Pipp Community Hospital	3 Miles	43
Life Care Center of Plainwell Extended Care Facilities	3 Miles	99
Vicinia Gardens	1 Mile	56

<u>Local Service Providers</u>	<u>Number</u>
Doctors:	2
Dentists:	2
Optometrists:	1
Chiropractors:	2

TRANSPORTATION

Major Highways:	US 131, M-89
Bus lines:	Greyhound
Rail Lines:	Grand Elk
Number of Motor Freight Companies	13
United Parcel Service:	Yes

Shipment Transit Time (Carload Days/Truckload Days)

<u>To</u>	<u>By Rail</u>	<u>By Truck</u>
Chicago	1	1
Cleveland	1	1
Detroit	1	1
New York	4.5	2

Nearest Airport:	Plainwell Airport
Distance:	3 Miles
Runway Length:	2,650 Ft.
Lighted:	Yes
Surface:	Asphalt

Nearest Major Airport: Kalamazoo/Battle Creek International
 Distance: 21.5 Miles
 Airlines: American Eagle, Comair, Northwest Airlines,
 Northwest Airlin, United Express, US Air Express

EDUCATIONAL FACILITIES

		<u>Certified Teacher/ Student Ratio</u>
Elementary	Dix Street, Alamo, Washington Street	1:23
Middle	Otsego Middle School	1:25
High	Otsego High School	1:25
Parochial Schools	St. Margarets Catholic School - K-8 First Baptist Academy - K4-8 Peace Lutheran School - K-3	

VOCATIONAL SCHOOLS, COLLEGES, UNIVERSITIES

	<u>Location</u>	<u>Distance</u>
Allegan County Area Technical & Education Center	Allegan	10 Miles
Davenport University	Kalamazoo	15 Miles
Kalamazoo College	Kalamazoo	15 Miles
Kalamazoo Valley Community College	Kalamazoo	15 Miles
Western Michigan University	Kalamazoo	15 Miles

COMMUNITY LIVING

	<u>Number</u>	<u>Percent Owner Occupied</u>
Housing Units	1,064	68 ½
Rental Units	489	31 ½

Churches: Church of God, First Congregational, First Baptist, United Methodist, Peace Lutheran, Seventh Day Adventist, and St. Margaret's Catholic

RECREATION

<u>Type of Facility</u>	<u>Number</u>	
Park	3	Northside Park, Memorial Park, Brookside Park
Campgrounds	1	Brookside Park (6 spaces - 3 nights stay maximum)
Tennis Courts	2	Otsego High School and Memorial Park
Golf Courses	1	Lynx

CLIMATE

	<u>Month</u>	<u>Temperature Average Minimum</u>	<u>Temperature Average Maximum</u>
Warmest	July	62	84
Coldest	January	18	32

Days More than 90° F: 14
 Days Less than 0° F: 8
 Growing Season: 151
 Average Annual Precipitation:
 Rain: 36 Inches
 Snow: 80 Inches

COMMUNITY CONTACT PERSON

Open, City Manager
 Otsego City Hall
 117 E. Orleans Street
 Otsego, MI 49078-1199
 (269) 694-6146
 For Immediate Questions/Concerns:
acronen@cityofotsego.org

GENERAL INFORMATION

City Website	www.cityofotsego.org
City Commission-Elected	1-Mayor 1-Mayor Pro Tem 3-Commissioners
City Hall	1-City Manager 1-City Clerk Inspection Services - Contracted Utility Billing Clerk Custodian 1-Finance Director/Treasurer Accounts Payable/Payroll Specialist Accounts Receivable Specialist Assessor - Contracted
Police Department	1-Police Chief 1-Sergeant 1-Detective 3-Full-time Officers 4-Part-time Officers 1-Dispatcher/Secretary
Department Of Public Works	1-Superintendent 4-Full Time Employees 3-Part Time Summer Help
Waste Water Treatment Plant	1-Superintendent 3-Full Time Employees
Fire Department	1-Fire Chief

30-Volunteer Firefighters

CITY SERVICES & FACILITIES

PARKS

Brookside Park - Brookside Park is on the east side of town, just off M-89, and features free utilities and parking for recreation vehicles. Improvements that have been made to this park which is along the bank of the Kalamazoo River include: Parking areas, playground equipment, picnic tables, gazebo, a recreational vehicle overnight camping area, portable restrooms, trees and landscaping .

Memorial Park - Memorial Park is located on the south side of town on Farmer Street, and features a softball complex, several courts for both basketball, tennis, sand volleyball, concession stand, restrooms and a well-equipped children's playground.

Northside Park - Northside Park is located on the north side of town on 16th Street/Watson Road, and features a basketball court and large children's play structure. The play structure is a community built playground structure which was constructed in 1996. Cost of the structure was \$100,000 which was funded by donations and community support. The park also contains portable restrooms.

Riverfront Walk Park - The Riverfront Walk is located on the south side of the Kalamazoo River. This park consists of a paved walkway following the River from North Farmer Street to Jewell Street. Parking is available at both ends of the park. The Riverfront Walk also passes a memorial White Pine forest. Citizens may purchase trees from the City to be planted in the forest in honor or memory of loved ones. The Riverfront Walk Project was completed in 1997. This project was funded by a DNR Grant of \$290,000. Phase I included a canoe launch at the end of Jewell Street, various overlooks along the river from Jewell Street to Farmer Street, and a fishing plaza. Future plans include connecting the Riverfront Walk to Brookside Park.

COMMUNITY CENTER/SCOUT HOUSE

The Otsego Community Center/Scout House is located at 410 East Orleans Street. This property was deeded to the City of Otsego in 1978. It is currently being leased to the American Legion. This historic facility is used by the following groups: Girl Scouts, Boy Scouts, Tiger Cubs, & the American Legion. The building seats approximately 150 people; it has a fully equipped kitchen, gas fireplace, and is handicap accessible. The Community Center/Scout House is available for rental when it is not being used by one of the above groups. All scheduling and rentals are processed through the American Legion, 1-866-678-7884.

FIRE DEPARTMENT

The Otsego Fire Department consists of approximately 30 volunteers. The Otsego Fire Department not only responds to fires within the City of Otsego and Otsego Township, but responds as First Responders to accidents and medical calls. Since we have an aerial truck, our department is often called to assist other departments in the area. The department's trucks consist of a heavy rescue unit which is equipped with

the Jaws of Life, an aerial truck, 2 pumpers, a medical response vehicle, and a grass fire truck. Calls for information or tours may be made to the fire chief at (269) 694-4390.

POLICE DEPARTMENT

The Otsego Police Department provides 24 hour police protection to the city. Supervised by a police chief and sergeant, the department has four other full-time officers and one to four part-time officers. A full-time secretary/dispatcher is at the office, located at 127 Court Street, during normal business hours Monday through Friday. Please call the department at (269) 692-6111 if you have any questions or concerns. The Allegan County Central Dispatch will answer this telephone line after hours, as well as the "911" emergency telephone line, and will direct an officer to assist you.

WATER/SEWER FACILITY

The expanded trickling filter wastewater treatment facility features preliminary, primary, and secondary biological treatment, disinfection, and sludge processing. The improvements include phosphorus removal by chemical precipitation, disinfection by chlorination, and effluent dechlorination by sulfur dioxide. Many of the existing components of the original facility were utilized to expand the new facility, resulting in a cost savings to the community.

The expanded trickling filter facility design is based on a future population of 5,300 and an allowance of 40 percent growths in commercial and industrial flows. An average wastewater flow of 750,000 gallons per day with a capacity for peak rates of 3 million gallons per day can be treated with the improved facility.

TRICKLING FILTER TREATMENT PROCESS

Preliminary Treatment – Untreated wastewater enters the facility through a spiral screen to remove rags and other solids that will not break down. The wastewater then goes through a vortex grit removal system to remove heavy inorganic solids. The wastewater is then pumped to the primary clarifier through a flow meter to meet the State of Michigan reporting requirements.

Primary Treatment - Primary treatment involves the settling of organic solids to enhance the performance of biological treatment facilities which follow this process. Phosphorus removal by chemical addition is provided during the primary treatment phase to meet state discharge requirements.

Secondary Biological Treatment - The trickling filter biological treatment process reduces the Biochemical Oxygen Demand (BOD) of the wastewater and provides further suspended solids' removal. The trickling filter process consists of a fixed bed of plastic media over which wastewater is applied. Biological growth forms on the plastic media which consumes organic substances in the wastewater. The wastewater is applied by a rotary distributor system, and the treated wastewater is collected by an

under drain system. Plastic media was selected for the project because it offers a larger surface for biological growth, thereby promoting improved treatment efficiency.

The original trickling filter facility and the rotary distributor have been modified. A trickling filter recycle pump station allows recycling of the treated wastewater to the trickling filters to increase treatment efficiency. Trickling filter effluent is diverted to two circular final clarifiers to reduce effluent suspended solids and to remove any floating material prior to discharge.

Disinfection - The treated effluent is disinfected using chlorine and then dechlorinated using sulfur dioxide before discharge to the Kalamazoo River. The disinfection process reduces bacteria which may be present in the wastewater, and dechlorination reduces residual chlorine levels to nontoxic levels for aquatic organisms in the Kalamazoo River.

SLUDGE HANDLING

Solids generated during the primary and secondary treatment are processed using the existing high-rate primary digester facility. The stabilized solids provide a by-product that is injected into agricultural lands as a soil conditioner and fertilizer supplement.

LABORATORY

The laboratory is an integral part of daily operations at the treatment facility, and a fully equipped laboratory has been provided to perform daily chemical and biological tests of the treatment process. Tests are performed for each phase of treatment to verify that the treatment process is working effectively. Monthly test results are reported to the Michigan Department of Natural Resources to demonstrate that the treated water complies with current NPDES Permit requirements.

CONCLUSION

The treatment process selected has enabled the City of Otsego to accommodate future community growth while providing flexibility to meet future water quality objectives, protect the environment, and achieve a superior quality of life for local residents.

Water Statistics - Based on 2016

Average Amount of Water Pumped Daily	548,000 Gallons
Average Amount of Water Pumped Monthly	16,671,000 Gallons
Average Amount of Water Pumped Yearly	200,047,000 Gallons
Peak Amount of Water Pumped:	981,000 Gallons
Date: June 24, 2016	
Well GPM - #3	1,000 Gal/Min.
Well GPM - #4	1,000 Gal/Min.
Well GPM - #5	350 Gal/Min.
Storage Capacity	750,000 Gallons
Number of Customers	1605

Sewer Statistics - Based on 2016

Average Amount of Sewage Treated Daily	359,000 Gallons
Average Amount of Sewage Treated Monthly	10,905,000 Gallons
Average Amount of Sewage Treated Yearly	130,865,000 Gallons
Daily Peak Amount of Sewer Pumped in 2016	1,100,000 Gallons
Number of Customers	1562

SELECTED OTSEGO CITY ORDINANCES

FIRE CONTROL

Open fires are not allowed within the city limits.

INSPECTIONS, LICENSES, AND PERMITS

Permits are necessary for any structural change, addition, demolition, new building, electrical, plumbing, and mechanical (heating) work. Permits can be obtained from the city's building inspection service, Professional Code Inspections of Michigan, at 1-800-628-3335. The building inspector has office hours at Otsego City Hall on Tuesday's from 4:00 p.m. to 5:00 p.m. Inspections of finished work are also necessary to insure that code requirements are met.

Garage sales require a \$1.00 permit and are limited to three consecutive days. Residents may have up to two garage sales per year. Permits can be obtained at Otsego City Hall.

MAINTENANCE OF LAWNS AND VACANT AREAS

Property-owners in Otsego are required to keep "weeds and noxious plants" cut to a reasonable level as a matter of public health. A notice of a public nuisance will be served to those who do not comply with this ordinance. A "failure to comply following notice" will result in the City mowing the property and billing the owner at the current rate for manpower and equipment.

Rubbish, junk vehicles (inoperable, dismantled, unlicensed), or car parts are not to be stored in the open on any property within the City limits. Following a notice of violation of this ordinance, the possessor of the property has 10 days to remove the cited object(s) or will be guilty of a misdemeanor and liable to the City for removal costs as well as fines imposed by the court.

SNOW REMOVAL

For all residents of Otsego (individuals and businesses), the ordinances concerning snow and ice removal cover the following:

Property owners are responsible for clearing their sidewalks. During times of heavy snow, the City may plow sidewalks as time & equipment permits.

Do not cover or obstruct access to a fire hydrant.

Do not leave snow in sidewalks or in the street. The only allowable place other than the owner's property is the curb lawn between the sidewalk and street. Do not pile snow in such a way as to dangerously obstruct views of vehicles or pedestrians.

Persons violating the snow removal ordinance are subject to a \$100 fine and costs of removal.

SNOW REMOVAL BUSINESSES

Each business operator within the City limits is required to keep the sidewalk in front of his/her place of business clear of ice and snow. If the ice or snow is not removed after a reasonable time following official notification, the City will remove it. However, the business may be fined up to \$250 and charged for the cost of removal.

SIGNS

Signage in Otsego is a matter of concern for businesses, the City, and Downtown Development Authority. The City realizes that signs are an important form of advertising and a way for a business to define its image. However, for safety and aesthetic reasons, a comprehensive Sign Ordinance has been adopted for the City. Signs for home occupations located in residential areas are also restricted. Before you erect a sign, please contact Otsego City Hall at 269-692-3391.

AN ADDITIONAL NOTE

While not an ordinance, downtown businesses are also encouraged to sweep the sidewalk in front of their establishments during the summer. Also to remove snow and ice from the sidewalks during the winter. Please dispose of the dirt into a trash receptacle rather than sweeping into the street, so as not to clog the storm sewer system.

IMPORTANT PHONE NUMBERS

EMERGENCIES

Police - Emergencies Only	911
Police Department Business Calls	692-6111
Fire - Alarms Only	911
Fire Department - Non Emergency	694-4390
Borgess-Pipp Community Hospital	685-6811

CITY OF OTSEGO

City Manager	694-6146
City Clerk	692-3391
City Treasurer	692-2741
Police Chief	692-6111
Fire Chief	694-4390
Public Works Superintendent	694-6636
Wastewater Treatment Superintendent	694-9194
Building Inspector	800-628-3335
Assessor	663-3057
Economic Development Director	692-6146
Main Street Manager	692-2336

OTHER INSTITUTIONS

Otsego Chamber of Commerce	694-6880
Community Ed. / Recreation	692-6225
Otsego Public Library	694-9690
Otsego Public Schools	692-6066