

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

January 27, 2026

Refer to page 3 for Virtual Meeting Information

REGULAR MEETING
5:30 P.M.
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Remote Location Identification (for remote attendance when permitted by statute)
4. Township Mission/Vision/Core Values:
 - *Core Value: Providing the best value-conscious technology currently available.*
5. Approval of the Agenda
6. Public Officials and Community Partner Updates
7. Public Comment on Consent Agenda or Non-Regular Session Items (Est. 6:45 PM)
8. Consent Agenda
 - a. Meeting Minutes [[Minutes of Regular Meeting January 13, 2026](#)]
9. Topics for Board Discussion
 - a. Holiday Event
 - b. Red Med Box ([Pg 5-9](#))
 - c. Board Strategic Retreat Update
10. Job Descriptions
 - a. NEW Fire Department Driver Operator ([Pg 10-12](#))
 - b. REVISION Accountant (Formerly Finance Manager) ([Pg 14-18](#))
11. Public Comment
12. Board Member Comments & Committee Updates
13. Adjournment

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

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

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

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

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

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

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

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

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

Oshtemo Township Board of Trustees			Township Department Information		
Supervisor Cheri Bell	216-5220	cbell@oshtemo.org	Assessor: Kristine Biddle	216-5225	assessor@oshtemo.org
Clerk Dusty Farmer	216-5224	dfarmer@oshtemo.org	Fire Chief: Greg McComb	375-0487	gmccomb@oshtemo.org
Treasurer Clare Buszka	216-5260	cbuszka@oshtemo.org	Ordinance Enforcement: Alan Miller	216-5230	amiller@oshtemo.org
Trustees Neil Sikora	760-6769	nsikora@oshtemo.org	Parks Director: Vanessa Street	216-5233	vstreet@oshtemo.org
Kristin Cole	375-4260	kcole@oshtemo.org	Rental Info	216-5224	oshtemo@oshtemo.org
Zak Ford	271-5513	zford@oshtemo.org	Planning Director: Jodi Stefforia	375-4260	jstefforia@oshtemo.org
Michael Chapman	375-4260	mchapman@oshtemo.org	Public Works Director: Anna Horner	216-5228	ahorner@oshtemo.org

Zoom Instructions for Participants

Before a videoconference:

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

To join the videoconference:

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

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this **Meeting ID: 774 238 7802**

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

To join the conference by phone:

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

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



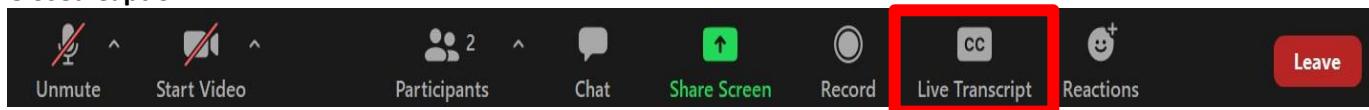
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

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

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

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

Closed Caption:



Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

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

Mission:

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

Vision:

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

Core Values:

PUBLIC SERVICE

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

SUSTAINABILITY

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

INNOVATION

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

PROFESSIONALISM

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

INTEGRITY

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

FISCAL STEWARDSHIP

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

Red Med Box

- PURPOSE
- WHY IT'S NEEDED
- PROGRAM OVERSIGHT
- LEGAL BASIS

Township Benefits

- Key Benefits:

- Public Safety
- Convenience
- Environment

- Accepts:

- prescriptions
- over-the-counter meds
- pet meds
- liquids
- unopened epi-pens
- etc.

- Simple Process:

- Drop the items in the box.
- No questions asked

Proposed Location & Security

Township Hall Lobby

Why this location works

- Staff
- Security Cameras
- Access Controlled

Cost for Township

- Fabrication & Installation of the box
 - ~\$6,000
- Ongoing costs
 - ~\$0.00

Recommendation

- Approve the project
 - Provides a critical public safety service to our community.
 - Strong county partnership minimizes our ongoing costs and effort.
 - Proposed location is secure, compliant, and convenient.
- Next Step
 - Explore possible grant opportunities
 - Allocate funds as needed
 - Receive final location approval from Sheriff
 - Order fabrication and installation

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Memorandum



Date: 27 January 2026
To: Township Board
From: Sara Feister, Human Resources Director & Greg McComb, Fire Department Fire Chief
Subject: Fire Department Driver/Operator (DO) Job Description

Objective

PROPOSED MOTION: I approve the proposed Fire Department Driver/Operator (DO) job description.

Background

The Driver/Operator (DO) job description was created to formally recognize and compensate for the additional responsibilities associated with operating fire apparatus within the Oshtemo Township Fire Department. Historically, all firefighters were expected to assume Driver Operator duties, including driving, pump operations, and aerial operations, without any distinction in rank or pay. Those who chose not to pursue the required DO training received the same hourly wage as those who carried the added operational burden.

During the most recent collective bargaining process, both the Township and the Union acknowledged that this long-standing structure no longer reflected the complexity, accountability, and risk associated with modern Driver Operator functions. By establishing DO as a separate classification with its own qualifications, duties, and pay scale, the Department can: (1) Ensure that only trained and approved personnel are assigned to drive and operate apparatus; (2) Provide an equitable wage structure that compensates employees who take on these higher-level responsibilities; (3) Create a clear path of advancement that supports operational readiness and professional development.

This new classification aligns responsibility with compensation, supports safe and consistent apparatus operations, and modernizes the Department's staffing model in a way that reflects current fire service expectations.

Information Provided

1. DRAFT Fire Department Driver/Operator (DO) Job Description

Core Values

Public Service, Professionalism, Integrity

CHARTER TOWNSHIP OF OSHTEMO

POSITION DESCRIPTION

Position Title: FIRE DEPARTMENT DRIVER/OPERATOR (DO)

General Summary:

Under the direct supervision of the Township Fire Chief or designee, the Driver/Operator (DO) is responsible for the safe and efficient driving, operation, and maintenance of fire department apparatus and associated equipment. This is a highly responsible position requiring strong situational awareness, technical proficiency, and consistent readiness to respond to all hazards.

The DO performs all essential functions of a Firefighter and, in addition, assumes primary responsibility for operating fire apparatus, pumps, aerial devices, and support vehicles at emergency and non-emergency events. The DO ensures apparatus readiness, conducts inspections, coordinates equipment needs, and provides support to company officers at emergency scenes.

In addition to emergency response duties, this position performs various administrative and station-related tasks (e.g., maintenance documentation, equipment records, inventory, and scheduling assistance).

Work Environment:

Work is performed primarily in office, vehicle, and outdoor settings in all weather conditions, including temperature extremes during day and night. Work is often performed in emergency and stressful situations. Individuals are exposed to hazards associated with firefighting, rescue, and emergency operations, including noise, smoke, chemicals, mechanical components, and moving traffic. The employee works near moving mechanical parts, pumps, hydraulic systems, and may operate in elevated positions when supporting aerial operations. The noise level is typically quiet in office-like settings and loud at emergency scenes.

Physical Requirements:

The physical demands include frequent standing, walking, lifting, climbing, crouching, operating heavy equipment, and wearing full protective gear including SCBA. DOs may be required to operate pumps for extended periods, handle large diameter hose, and work in confined, hot, or physically demanding environments.

Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Must meet all physical demands required of active structural firefighting.

Ref: NFPA 1001, NFPA 1002, NFPA 1500.

Typical Responsibilities:

1. Assists Fire Officers in daily operations and emergency scene management.
2. Responds to all forms of emergencies, including fire, EMS, rescue, hazardous materials, and specialized incidents.
3. Drives and operates all fire department apparatus, including engines, tankers, squads, aerial devices, and specialty units.
4. Operates pumps, valves, hydraulic systems, foam systems, generators, PTO-driven systems, and all equipment associated with apparatus operation.
5. Performs Firefighter duties, including interior firefighting, as needed and directed.
6. Maintains continuous situational awareness of apparatus positioning, water supply, safety hazards, and fireground operational needs.
7. Conducts daily, weekly, and monthly apparatus inspections, ensuring operational readiness of:
 - a. Pumps and pump panels
 - b. Aerial devices and stabilization systems
 - c. Lighting, generators, and power systems
 - d. SCBA, tools, and equipment inventory
 - e. Fluids, tire condition, warning devices, and communications equipment
8. Documents apparatus maintenance, defects, repairs, inspections, and fuel logs in accordance with department SOPs.

CHARTER TOWNSHIP OF OSHTEMO

POSITION DESCRIPTION

Position Title: FIRE DEPARTMENT DRIVER/OPERATOR (DO)

9. Participates in all required training, including Firefighter skills, Driver/Operator training, pump operations, aerial operations, water supply, and emergency vehicle operations.
10. Works cooperatively with Township, County, and State agencies.
11. Performs administrative duties as assigned.

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

Tools and Equipment Used Include:

- All department motor vehicles including engines, aerial devices, water tenders, and support vehicles
- Pump panels, hydraulic systems, foam induction systems
- Two-way radios and MDTs
- Firefighting, EMS, and rescue equipment
- Power tools, hand tools, generators, scene lighting
- Computers and standard office software

Minimum Employment Qualifications:

- Must be 21 years of age or older
- Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation
- Must be able to read and write the English language
- Must pass State of Michigan recognized pump operations and aerial course
- Must be insurable through Township's vehicle insurance carrier
- LICENSING/CERTIFICATION(S):
 - Firefighter I & II
 - Michigan Medical First Responder (MFR)
 - Emergency Vehicle Operator (EVIP or equivalent)
 - Driver/Operator–Pumper (NFPA 1002 compliant)
 - Driver/Operator–Aerial
 - Must possess or obtain Michigan Firefighter EVIP or equivalent Emergency Vehicle Operator Certification
 - Must obtain Apparatus Driver/Operator–Pumper certification and/or equivalent training as defined by department policy
- EDUCATION: High School diploma or equivalent.
- EXPERIENCE:
 - Minimum two (2) years fire service experience.
 - Experience driving and operating fire department emergency apparatus.
 - Training in personnel supervision and incident command.
 - Skilled in use of office software (Word, Excel, PowerPoint).

Desirable Qualifications:

- EDUCATION:
 - Fire Officer I or II
 - Additional Driver/Operator coursework (hydraulics, water supply, rural operations, aerial operations)
- EXPERIENCE:
 - Skilled in advanced pump operations, drafting, relay pumping, foam operations, and aerial device positioning.
 - Experience with computerized maintenance systems or apparatus management software.

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Memorandum

Date: 27 January 2026
To: Township Board
From: Sara Feister, Human Resources Director
Subject: Accountant Job Description (Formerly Finance Manager)



Objective

PROPOSED MOTION: I approve the proposed revisions/title change to the Accountant job description (formerly Finance Manager).

Background

This memo is to explain recent updates made to the Finance Manager job description. After reviewing the position's intended responsibilities and day-to-day functions, the job duties were revised to more accurately reflect the work being performed. As part of this update, the position title has been changed from Finance Manager to Accountant. This change better aligns the role with its primary responsibilities, scope of authority, and professional focus. No other changes are intended beyond clarifying expectations and ensuring the title and duties are consistent with the position's function.

Information Provided

1. REDLINE Finance Manager Job Description
2. CLEAN COPY Accountant Job Description

Core Values

Public Service, Professionalism, Integrity

CHARTER TOWNSHIP OF OSHTEMO

POSITION DESCRIPTION

Position Title: Accountant FINANCE MANAGER

General Summary:

Under the direct supervision of the Township Clerk, performs a variety of Township financial duties to ensure the overall functioning of Township business by performing various tasks to meet the needs of the Township.

Under the direct supervision of the Township Clerk, performs a variety of Township accounting duties to support the overall functioning of Township business and meet organizational needs.

Essential Job Functions:

Physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this position. Reasonable accommodation may be made upon request to enable an individual with a disability to perform these essential job functions.

The employee must be able to read and analyze correspondence, contracts, ordinances, reports, etc. This requires the ability to review and sort documents and distribute documents which requires the employee to be able to lift, move and manipulate such items, to deliver such documents to the Township Clerk and other office personnel.

The employee must be able to exercise reasonably proficient typing skills. In addition, the employee must have the necessary dexterity to operate a computer to research and write reports. To perform these functions, the employee must be able to read and speak English and communicate with others, including the ability to type, make calls, schedule appointments, and type memorandums.

The employee will be required to attend and assist at some during meetings to provide, as well as disseminate information on behalf of the Township to interface with those inside and outside the office. This will require the employee to physically attend all the required meetings, be prepared to speak in English to those persons in attendance, to gather information and communicate to the various boards and commissions on Township positions. The employee may also be required to assist Township departments verbally, in writing or in person by collaborating with orally and in writing and be able to physically meet with various Department Heads to assist in that regard.

Typical Responsibilities:

1. Works in collaboration with the Township Treasurer Clerk, Supervisor, & Treasurer and department heads to develop budgets/and forecasts and, establish long-term financial strategies-and/-priorities, and implement projects.
2. Prepare, analyze, and/or verify annual reports, financial statements, TIF reports, compliance reports, and other records.
3. Assists with the Ddevelopments, implementations, and maintainances of accounting systems and procedures to assesasses financial condition and facilitate financial planning while ensuring compliance with State laws and City ordinances.
4. using accepted accounting and statistical procedures to assess financial condition and facilitate financial planning.
- 4.3. Monitors and analyzes expenditures throughout the fiscal year to maintain approved budgets.
4. ManagesAssists with tasks related to general ledger activities, accounts payable, accounts receivable, purchase orders, deposits, purchase card usage, grants, cash reporting, audit, and tax functions.
- 2.5. Complete month end reconciliation reports.
3. Assist with the development of the annual budget with consideration to the Township CIP & Master Plan.
4. Assist with preparation for the annual pre audit and audit.audit; respond to auditor inquiries.
5. Examine and interpret financial records.
6. Confer with Township officials & staff about financial and regulatory matters.
7. Review accounts for discrepancies and reconcile differences.
8. Analyze business operations, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses or to provide advice.
9. Provides staff support across all departments regarding best financial practices.
8. Ensures accurate posting to appropriate general or subsidiary accounts.

9.10. Provide reports to the Township Board regarding financial matters.

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

Employment Qualifications:

- EDUCATION: Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or a closely related field, equivalent coursework, or experience in finance, public administration, or related field.
- EXPERIENCE: 3-5 years of accounting experience, preferably in governmental accounting following General Accounting Standards Board (GASB) standards.
- Experience managing audits and ensuring compliance with evolving financial regulations.
- Knowledge of government operations, public administration, and budgeting practices.
- Proficiency in Microsoft Office Suite is required.
- Ability to gather, analyze, and interpret complex financial and statistical data.
- Ability to develop procedures, financial controls, and long-range financial plans.
- Experience with BS&A software is preferred.
- Strong interpersonal communication skills, both oral and written, written and verbal communication skills; ability to present information effectively
- Detail oriented with strong organization skills with the ability to prioritize and handle multiple requests efficiently.

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

Effective Date: 05/13/25

CHARTER TOWNSHIP OF OSHTEMO

POSITION DESCRIPTION

Position Title: ACCOUNTANT

General Summary:

Under the direct supervision of the Township Clerk, performs a variety of Township accounting duties to support the overall functioning of Township business and meet organizational needs.

Essential Job Functions:

Physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this position. Reasonable accommodation may be made upon request to enable an individual with a disability to perform these essential job functions. The employee must be able to read and analyze correspondence, contracts, ordinances, reports, etc. This requires the ability to review and sort documents and distribute documents which requires the employee to be able to lift, move and manipulate such items, to deliver such documents to the Township Clerk and other office personnel.

The employee must be able to exercise reasonably proficient typing skills. In addition, the employee must have the necessary dexterity to operate a computer to research and write reports. To perform these functions, the employee must be able to read and speak English and communicate with others, including the ability to type, make calls, schedule appointments, and type memorandums.

The employee will be required to attend and assist during meetings to provide, as well as disseminate information on behalf of the Township to interface with those inside and outside the office. This will require the employee to physically attend all the required meetings, be prepared to speak to those persons in attendance, to gather information and communicate to the various boards and commissions on Township positions. The employee may also be required to assist Township departments verbally, in writing or in person by collaborating with various Department Heads.

Typical Responsibilities:

1. Work in collaboration with the Township Clerk, Supervisor, & Treasurer and department heads to develop budgets/forecasts and establish long-term financial strategies/priorities.
2. Prepare, analyze, and/or verify annual reports, financial statements, TIF reports, compliance reports, and other records.
3. Assists with the development, implementation, and maintenance of accounting systems and procedures to assess financial condition and facilitate financial planning while ensuring compliance with State laws and City ordinances.
4. Monitors and analyzes expenditures throughout the fiscal year to maintain approved budgets.
5. Assists with tasks related to general ledger activities, accounts payable, accounts receivable, purchase orders, grants, cash reporting, audit, and tax functions.
6. Complete month end reconciliation reports.
7. Confer with Township officials & staff about financial and regulatory matters.
8. Review accounts for discrepancies and reconcile differences.
9. Analyze business operations, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses or to provide advice.
10. Provides staff support across all departments regarding best financial practices.
11. Provide reports to the Township Board regarding financial matters.

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

**CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION**

Position Title: **ACCOUNTANT**

Employment Qualifications:

- EDUCATION: Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or a closely related field
- EXPERIENCE: 3–5 years of accounting experience, preferably in governmental accounting following General Accounting Standards Board (GASB) standards
- Experience managing audits and ensuring compliance with evolving financial regulations.
- Knowledge of government operations, public administration, and budgeting practices.
- Proficiency in Microsoft Office Suite is required.
- Ability to gather, analyze, and interpret complex financial and statistical data.
- Ability to develop procedures, financial controls, and long-range financial plans.
- Experience with BS&A software is preferred.
- Strong written and verbal communication skills; ability to present information effectively
- Detail oriented with strong organization skills with the ability to prioritize and handle multiple requests efficiently.

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