

**OSHTEMO CHARTER TOWNSHIP BOARD**  
**7275 West Main Street**  
**Kalamazoo, MI 49009**  
**269.375.4260**

**Tuesday**  
**January 22, 2019**

**IT Work Session**

**6:00 p.m.**  
**AGENDA**

1. Call to Order
2. Public Comment
3. Discussion of Township IT
  - a. Discussion & Consideration of Oshtemo Server Replacement
  - b. Discussion of Server Room HVAC
  - c. Discussion on Internet Access at Grange & Community Center & Wireless Access at Township Parks (Continued)
  - d. Consideration of Website Migration
  - e. Discussion on Mass Communication
4. Other Township Business
  - a. Update on GO! Green Oshtemo Schedule
  - b. Discussion on Cemetery Ordinance & 2019 Fees
  - c. Consideration of Board/Committee Appointments
  - d. Consideration of Outside Labor, HR Counsel, & Public Relations (PR) Appointments (as needed)
  - e. Consideration of Public Works 2019 Road Maintenance PAR Projects (Phase I)
  - f. Consideration of Employee Handbook Amendments (Four)
  - g. 2019 Township Board Work Items – Various Updates
    - i. Departmental Reports
    - ii. Government Efficiency Committee
    - iii. Police Committee
    - iv. Single Hauler Waste Pickup Services
    - v. Street Lighting LED Conversion Project
    - vi. Fire Station One Replacement
5. Public Comment
6. Adjournment

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

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

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

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

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

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

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

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

(adopted 5/9/2000)  
(revised 5/14/2013)  
(revised xx/xx/2018)

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

Oshtemo Township Board of Trustees		
<b><u>Supervisor</u></b>		
Libby Heiny-Cogswell	216-5220	<a href="mailto:libbyhc@oshtemo.org">libbyhc@oshtemo.org</a>
<b><u>Clerk</u></b>		
Dusty Farmer	216-5224	<a href="mailto:dfarmer@oshtemo.org">dfarmer@oshtemo.org</a>
<b><u>Treasurer</u></b>		
Nancy Culp	216-5221	<a href="mailto:ncoshtwp@oshtemo.org">ncoshtwp@oshtemo.org</a>
<b><u>Trustees</u></b>		
Cheri Bell	372-2275	<a href="mailto:cbell@oshtemo.org">cbell@oshtemo.org</a>
Deb Everett	375-4260	<a href="mailto:deverett@oshtemo.org">deverett@oshtemo.org</a>
Zak Ford	271-5513	<a href="mailto:zford@oshtemo.org">zford@oshtemo.org</a>
Ken Hudok	359-0787	<a href="mailto:khudok@oshtemo.org">khudok@oshtemo.org</a>

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



Quote ITRQ13219

Prepared For:

Oshtemo Township  
 Nancy Culp  
 Phone: 269 216-5220  
 7275 W. Main Street,  
 kalamazoo, MI 49009  
 ncoshstp@oshtemo.org

Prepared By:

Randy Allen  
 Director of Information Technology  
 Phone: 855-487-4448 x5  
 Fax:  
 Email: rallen@itright.com



Below is the interactive version of the quote, you can choose options and see the quote totals.

For the full presentation proposal, [click here](#) to view or download the PDF version of this quote. You can sign and fax this in, or you can save time by simply electronically accepting this quote below.

Line Item Detail

Qty	Description	Picture	Unit Price	Ext Price
<b>VM Host Rackmount Server</b>				
1	Intel Server System R2224WF - Intel Server System R2224WFTZS - 2U - 24x 2.5" SATA/SAS - Dual 10-Gigabit Ethernet - 1300W - 2 x Intel Xeon Silver 4110 Processor 8-core 2.10GHz 11.00MB Cache (85W) - 12 x 8GB PC4-21300 2666MHz DDR4 ECC Registered DIMM - Intel 1300W Common Redundant Power Supply (CRPS) - 80Plus Titanium Efficiency - 2 x 256GB Micron M1100 2.5" SATA 6.0Gb/s Solid State Drive - 4 x 2.0TB SAS 3.0 12.0Gb/s 7200RPM - 2.5" - Seagate Exos 7E2000 Series (512e) - 2 x 960GB Micron 5200 PRO Series 2.5" SATA 6.0Gb/s Solid State Drive - Intel RMS3CC080 8-port 12Gb/s SAS 3.0 RAID Module with 1GB Cache (ROC) - Intel RAID Maintenance Free Flash Backup Module (AXXRMFBU5)  - Microsoft Windows Server 2016 Standard (16-core) - Additional 16-core License for Microsoft Windows Server 2016 Standard  - 5 Year Advanced Parts Replacement Warranty  RAID Configuration LSI 3108 [SAS 12, 24 ports] RAID 1 (*OS) -> 2 x 256GB Micron M1100 2.5" SATA 6.0Gb/s Solid State Drive RAID 1 -> 2 x 960GB Micron 5200 PRO Series 2.5" SATA 6.0Gb/s Solid State Drive RAID 10 -> 4 x 2.0TB SAS 3.0 12.0Gb/s 7200RPM - 2.5" - Seagate Exos 7E2000 Series (512e)  Scope:  240G Raid1 for host os 960G Raid1 for SQL VM 4t Raid10 for other virtual servers:  Server 1 - Exchange Server 2 - A/D and Print Server Server 3 - Data server Server 4 - Currently Terminal Server		\$12,808.80	\$12,808.80
1	Microsoft SQL Server 2017 Standard - license - 2 cores		\$3,691.69	\$3,691.69
<b>Exchange local option: If you decide to maintain Exchange locally then please select these options (otherwise leave unchecked):</b>				
<input type="checkbox"/>	1 MS MBG EXCH SRV STD 2019...Electronic distribution - NO MEDIA		\$599.00	\$599.00
<input type="checkbox"/>	80 MS MBG EXCH STD UCAL 2019..Electronic distribution - NO MEDIA		\$70.00	\$5,600.00

**Exchange Hosted Option: (select this option if going with Exchange Cloud plan)**

<input type="checkbox"/>	80	Exchange Online Plan 1	\$48.00	\$3,840.00
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**Terminal Server Licensing:**

2	Microsoft Windows Remote Desktop Services 2016 - License - 5 User CAL - English - PC	\$777.05	\$1,554.10
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Based on estimate of 10 users utilizing Terminal Server.

**Choose one Office volume version (required for Terminal Server):**

<input type="checkbox"/>	10	Microsoft Office 2019 Standard - License - 1 PC - Local Government - MOLP: Open License for Government - English - PC Outlook, Word, Excel, PowerPoint, OneNote, Publisher	\$360.82	\$3,608.20
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The above is a one-time cost only.

<input type="checkbox"/>	10	Office 365 Pro Plus	\$135.60	\$1,356.00
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The above is an annual subscription option.

**Labor**

56	Project Labor for installing, configuring, and implementing new Hyper v Server Migrate AD, SQL, Exchange (local or cloud project), and Print/file services to new VMs.	\$150.00	\$8,400.00
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20.0% Loyalty Discount

-\$1,680.00

Scope: Setup Hyper v Server and Migrate AD, SQL, Exchange, and Print/file services to new VMs

Server 1 - Exchange (if maintained local), otherwise we will perform Exchange Cloud migration and project.  
 Server 2 - A/D and Print Server  
 Server 3 - Data server  
 Server 4 - Terminal Server

Update

<b>SubTotal:</b>	<b>\$24,774.59</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Sales Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$24,774.59</b>

**Ready to Accept?**

**Order Confirmation**

We reserve the right to cancel orders arising from errors, inaccuracies, or omissions.

I agree to the terms and conditions of the above document and PDF attachment with an electronic signature below.

**IP Address** 205.204.53.114

**PO Number**   
 (Optional: Enter PO Number as your reference only.)

**Comments**

**Email Address**

**Printed Name**

**Signature**   
 "signatures" could include: /john smith/; /js/; /js123/, etc

Click to Accept

⚡ Have Questions?

Not Ready To Accept? Have Questions?

Submit

*(Note, you will receive a copy of your message by email.)*

*No questions posted yet.*

*Time expressed in Eastern Standard Time UTC-05:00*

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Quote ITRQ13220

**Prepared For:**

Oshtemo Township  
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 7275 W. Main Street,  
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 ncoshtwp@oshtemo.org

**Prepared By:**

Randy Allen  
 Director of Information Technology  
 Phone: 855-487-4448 x5  
 Fax:  
 Email: rallen@itright.com



Below is the interactive version of the quote, you can choose options and see the quote totals.

For the full presentation proposal, [click here](#) to view or download the PDF version of this quote. You can sign and fax this in, or you can save time by simply electronically accepting this quote below.

Line Item Detail

Qty	Description	Picture	Unit Price	Ext Price
<b>Email Archiving</b>				
1	Email Archiving Appliance Model 150 Comprehensive archiving Search and retrieval Policy management Intelligent Storage Manager Roles-based interface Reporting and statistics • Up to 150 users - no per user fees • Storage Capacity: 500GB • Hardened and Secure OS • Comprehensive Archiving • Search and Retrieval • Reporting and Statistics • Policy Management • Roles-Based Interface • Exchange Stubbing • Outlook Integration		\$2,308.90	\$2,308.90
<input type="checkbox"/>	1 Barracuda Networks BMA150A-E1 Message Archiver Energize Updates - 1 Year subscription		\$576.40	\$576.40
<input type="checkbox"/>	1 Barracuda Networks BMA150A-E1 Message Archiver Energize Updates - 3 Year subscription		\$1,443.20	\$1,443.20
*One of the above options is required, please select one of the above.				
<input type="checkbox"/>	1 Barracuda Message Archiver 150 - Instant Replacement (1YR)		\$519.20	\$519.20
<input type="checkbox"/>	1 Barracuda Message Archiver 150 - Instant Replacement (3YR)		\$1,327.70	\$1,327.70
** The above options are both optional.				
<b>Labor</b>				
4	Labor to setup, configure and train Jon on the search and recovery process.		\$150.00	\$600.00

Update

**SubTotal: \$2,908.90**

<b>Shipping:</b>	<b>\$0.00</b>
<b>Sales Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$2,908.90</b>

Ready to Accept?

Order Confirmation

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IP Address 205.204.53.114

PO Number   
*(Optional: Enter PO Number as your reference only.)*

Comments

Email Address ncoshtwp@oshtemo.org

Printed Name

Signature   
*"signatures" could include: /john smith/; /js/; /js123/, etc*

Click to Accept

Have Questions?

Not Ready To Accept? Have Questions?

Submit

*(Note, you will receive a copy of your message by email.)*

No questions posted yet.

Time expressed in Eastern Standard Time UTC-05:00

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Quote ITRQ13221

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**Prepared By:**

Randy Allen  
 Director of Information Technology  
 Phone: 855-487-4448 x5  
 Fax:  
 Email: rallen@itright.com



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Line Item Detail

Qty	Description	Picture	Unit Price	Ext Price
<b>Managed Antivirus and Proactive Management Software</b>				
30	Managed Anti-virus			
30	Workstation Proactive Performance Monitoring, Patch Management, Scheduled Maintenance, Predictive Hardware Failure, and Intrusion Detection.			
3	Server Proactive Performance Monitoring, Patch Management, Scheduled Maintenance, Predictive Hardware Failure, Health Checks, and Intrusion Detection.			
<b>SubTotal</b>				<b>\$1,500.00</b>
<b>Labor</b>				
2	Labor to setup Dashboard for Jon, training for Jon on how to monitor and to train Jon on how to roll out the install software to the PCs.		\$135.00	\$270.00
* Quote assumes Jon will handle the agent installs to all the PCs.				
20.0% Loyalty Discount				-\$54.00
			<b>SubTotal:</b>	<b>\$1,716.00</b>
			<b>Shipping:</b>	<b>\$0.00</b>
			<b>Sales Tax:</b>	<b>\$0.00</b>
			<b>Total:</b>	<b>\$1,716.00</b>
<b>Plus \$1,500.00 Annually (incl tax)</b>				

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IP Address 205.204.53.114

PO Number

(Optional: Enter PO Number as your reference only.)

Comments

^v

Email

Address

Printed Name

Signature

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↕ Have Questions?

Not Ready To Accept? Have Questions?

^v

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No questions posted yet.

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Quote ITRQ13222

**Prepared For:**

Oshtemo Township  
 Nancy Culp  
 Phone: 269 216-5220  
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 Kalamazoo, MI 49009  
 ncoshtwp@oshtemo.org


**Prepared By:**

Randy Allen  
 Director of Information Technology  
 Phone: 855-487-4448 x5  
 Fax:  
 Email: rallen@itright.com



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Line Item Detail

Qty	Description	Picture	Unit Price	Ext Price
<b>CTERA Local Backup Device</b>				
1	CTERA C400, 4-BAY CLOUD STORAGE GATEWAYS WITH 50 LOCAL WORKSTATION BACKUP AGENTS(EU & US TYPE)		\$1,800.90	\$1,800.90
4	Seagate IronWolf 8 TB Hard Drive - SATA (SATA/600) - 3.5" Drive - Internal - 7200rpm - 256 MB Buffer		\$285.16	\$1,140.64
<b>Hardware SubTotal</b>				<b>\$2,941.54</b>
<b>Annual licensing:</b>				
1	Ctera C400 Cloud Care		\$360.00	\$360.00
4	Ctera Server Agent		\$140.00	\$560.00
*Server Agents account for Host Server and 3 Virtual Servers.				
If Exchange is going to be local and not cloud, then the above count will increase to 5 total Server Agents.				
<b>Offsite Backup Storage</b>				
24	CTERA 250 GB Internet Storage ** 6 TB total Online Storage		\$250.00	\$6,000.00
<b>Labor</b>				
4	Labor to install/configure/implement		\$150.00	\$600.00
	20.0% Loyalty Discount			-\$120.00
			<b>SubTotal:</b>	<b>\$10,341.54</b>
			<b>Shipping:</b>	<b>\$0.00</b>
			<b>Sales Tax:</b>	<b>\$0.00</b>
			<b>Total:</b>	<b>\$10,341.54</b>
<b>Plus \$6,920.00 Annually (incl tax)</b>				

Ready to Accept?

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Not Ready To Accept? Have Questions?

Text input area for questions

Submit

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6395 Technology Ave., Kalamazoo, MI 49009  
 269-375-8996 Fax: 269-375-4222  
 secantcorp.com

Quote: DC-43474.662  
 Quote Date: 1/9/19  
 Contract Term: 36 Month  
 Rep Name: J Minich  
 Account: OSHT2636

Company Name: Oshtemo Charter Township

Address: 7275 W. Main Street Kalamazoo, MI 49009

Qty	Item	Description						Monthly Fee	One-time Fee	
1	DOMAIN	<b>SecantNET Managed Domain and DNS Service</b>						\$ -	<i>Existing Service</i>	
		& DNS	Mgmt. Includes	Domain Management and DNS Hosting Private domain registration reduces SPAM Modifications of associated domains/records.			<i>Included with BusinessCloud</i>			
1	SERVER(S)	<b>BusinessCloud Onsite Accelerator Services for AD/File/Print</b>						\$ 700.00	\$ 1,500.00	
		AD/File/Print Includes	Services STOR	Virtual Windows Active Directory, File and Print Offsite Backup w/ 1 Year retention, Volume = to Data						
		<b>Per Server</b>		<b>Included</b>	<b>Add</b>	<b>x Svrs</b>	<b>Total</b>			<b>Add</b>
		Add'l GB	Data	0	500	1	500			500
		Additional	vCore	1	0	1	1			0
		Additional	vRam	4	0	1	4			0
		Additional	vHD/STOR	500	0	Shared	500			0
		Additional	Support	Enhanced System Support (1=YES, 0=NO)			1			
1	SERVER(S)	<b>BusinessCloud SQL Database Services (BS&amp;A/LASERFICHE)</b>						\$ 1,045.00	\$ 1,500.00	
		SQL Includes Client	Services STOR App	Virtual Windows SQL Server Offsite Backup w/ 1 Year retention, Volume = to Data Client to provide any third party licensing & media						
		<b>Per Server</b>		<b>Included</b>	<b>Add</b>	<b>x Svrs</b>	<b>Total</b>			<b>Add</b>
		Add'l GB	Data	0	700	1	700			700
		Additional	vCore	1	3	1	4			3
		Additional	SQL*	4	0	1	4			0
		Additional	vRam	4	12	1	16			12
		Additional	vHD/STOR	700	0	Shared	700	0		
		Additional	Support	Enhanced System Support (1=YES, 0=NO)			0			
		<b>*SQL requires 4 vCore licensing minimum.</b>								
1	SERVER(S)	<b>BusinessCloud Remote Desktop Services</b>						\$ 486.00	\$ 1,500.00	
		RDS Client	Services App	Virtual Windows Remote Desktop Services Server No Back Up Services included for this server Client to provide any third party licensing & media						
		<b>Per Server</b>		<b>Included</b>	<b>Add</b>	<b>x Svrs</b>	<b>Total</b>			<b>Add</b>
		Add'l GB	Data	0	30	1	30			30
		Additional	vCore	1	3	1	4			3
		Additional	vRam	4	12	1	16			12
		Additional	Users	0	20	Shared	20	20		
		Additional	Office CSP	0	0	Shared	0	0		

		Office 365 (CSP) Services		COMMERCIAL LICENSING							
1	OFFICE-CSP	Microsoft	Services	Microsoft Office 365 Service Plans, with Best of Breed Safety & Secure/Compliance Enhancements from Secant							
		<b>Microsoft CSP Apps</b>		<b>Included</b>	<b>Add</b>	<b>x Users</b>	<b>Total</b>	<b>Unit Price</b>			
	Exchange Online	Exchange	Online 1	0	0	Per User	0	\$ 4.00	\$	-	
		Exchange	Online 2	0	0	Per User	0	\$ 8.00	\$	-	
	Office 365 for Business	Business	Business	0	0	Per User	0	\$ 8.30	\$	-	
		Business	Essentials	0	0	Per User	0	\$ 5.00	\$	-	
		Business	Premium	0	0	Per User	0	\$ 12.50	\$	-	
	Office 365 for Enterprise	Enterprise	Pro Plus	0	0	Per User	0	\$ 12.00	\$	-	
		Enterprise	E1	0	0	Per User	0	\$ 8.00	\$	-	
		Enterprise	E3	0	80	Per User	80	\$ 18.00	\$	1,440.00	
		Enterprise	E5	0	0	Per User	0	\$ 35.00	\$	-	
	Secant Enhancement Bundle Base Pkg.	<b>Safety Bundle</b>		0	80	Per User	80	\$ 10.00	\$	800.00	
		<i>Enhanced Support</i>		0	0	Per User	0	\$ 5.00	\$	-	
		<i>Email Defender</i>		0	0	Per User	0	\$ 2.00	\$	-	
		<i>Email Backup</i>		0	0	Per User	0	\$ 4.00	\$	-	
	Secant Enhancement Add-on to Safety Bundle	<b>Secure/Compliance Add-on</b>		0	0	Per User	0	\$ 14.00	\$	-	
		<i>Email Compliance Archive</i>		0	0	Per User	0	\$ 5.00	\$	-	
		<i>Email Encryption</i>		0	0	Per User	0	\$ 7.00	\$	-	
		<i>Two-Factor Authentication</i>		0	0	Per User	0	\$ 3.00	\$	-	
			<b>Note:</b>	<b>Office Pro Plus, E3, or E5 required for use with RDS.</b>							
		<b>Note:</b>	Office Business and Pro Plus do not include Exchange.								
		<b>Note:</b>	Office Essentials and E1 are web only (no local install).								
		<b>Note:</b>	Office Business, Essentials, and Premium 300 user max.								
		<b>Note:</b>	If this is an Office 365 take-over, official date is required.								
1	LOB	<b>BusinessCloud Line of Business Application and Uplift (where applicable)</b>									
		LoB	Uplift	General support is included for the approved Line of Business application(s) listed below (as indicated)							
		Prior to turning up support, Secant will perform a technical survey of the environment which may effect BusinessCloud resource allocation and/or Line of Business application uplift costs							\$	-	
		<b>1 = Yes Place a 1 in the box left of application to be supported.</b>									
		0	BS&A		BS&A/SCPro						
		0	Laserfiche		Laserfiche						
50% discount applied to One-Time Fee with 3 year contract								\$ 4,471.00	\$ 3,370.00		
Quote valid for 30 days											
Quote accepted by: _____ Date: _____								<b>Monthly Fee</b>	<b>One-Time Fee</b>		

## Microsoft Azure Estimate

### Your Estimate

Service type	Custom name	Region	Description	Estimated Cost	Additional Details
Virtual Machines		North Central US	1 B2S (2 vCPU(s), 4 GB RAM) x 730 Hours; Windows – (OS Only); Pay as you go; 1 managed OS disks – S20, 100,000 transaction units	\$107.97	AD/File & Print Server
Virtual Machines		North Central US	1 B4MS (4 vCPU(s), 16 GB RAM) x 730 Hours; Windows – SQL Server; Pay as you go; 1 managed OS disks – S30, 100,000 transaction units	\$515.82	BS&A / SQL Server
Virtual Machines		North Central US	1 B4MS (4 vCPU(s), 16 GB RAM) x 730 Hours; Windows – (OS Only); Pay as you go; 1 managed OS disks – S4, 100,000 transaction units	\$184.40	RDS Server
Virtual Machines		North Central US	1 B2S (2 vCPU(s), 4 GB RAM) x 730 Hours; Linux – CentOS; Pay as you go; 0 managed OS disks – S4, 100,000 transaction units	\$80.37	Virtual Firewall (for inbound connectivity from Oshtemo Twp.)
Azure Backup		North Central US	Azure VMs Type, 4 Instance(s) x 325 GB, GRS Redundancy, Moderate Average Daily Churn, 30 Daily RPs, 4 Weekly RPs, 12 Monthly RPs, 0 Yearly RPs, After 1st year Duration, 7150 Total Storagee	\$378.30	Backup services with geo-redundant locations
IP Addresses		North Central US	4 Dynamic IP Addresses, 0 Static IP Addresses	\$11.68	Public IP addresses
Azure Site Recovery		East US	1 Customer instances, 4 Azure instances	\$116.00	Disaster Recovery Replication
RDS Licensing		North Central US	20 Remote Desktop Licenses (SPLA)	\$130.00	Special Secant pricing, customer provisioned licensing may be more expensive.
Office 365 Licensing		n/a	80 users O365 E3 and Secant Safety Bundle	\$2,240.00	Same values as quoted in Secant Business Cloud proposal.
Support			<b>Support</b>	\$1,000.00	Support but not full management.
<b>Licensing Program</b>				<b>Microsoft Cloud Service Provider (CSP)</b>	
<b>Monthly Total</b>				<b>\$4,764.53</b>	
<b>Annual Total</b>				<b>\$57,174.37</b>	

### Disclaimer

All prices shown are in US Dollar (\$). This is a summary estimate, not a quote. For up to date pricing information please visit <https://azure.microsoft.com/pricing/calculator/>  
 This estimate was created at 1/15/2019 3:46:29 PM UTC.

## Microsoft Azure Estimate

### Your Estimate

Service type	Custom name	Region	Description	Estimated Cost	Additional Details
Virtual Machines		North Central US	1 B2S (2 vCPU(s), 4 GB RAM) x 730 Hours; Windows – (OS Only); Pay as you go; 1 managed OS disks – S20, 100,000 transaction units	\$107.97	AD/File & Print Server
Virtual Machines		North Central US	1 B4MS (4 vCPU(s), 16 GB RAM) x 730 Hours; Windows – SQL Server; Pay as you go; 1 managed OS disks – S30, 100,000 transaction units	\$515.82	BS&A / SQL Server
Virtual Machines		North Central US	1 B4MS (4 vCPU(s), 16 GB RAM) x 730 Hours; Windows – (OS Only); Pay as you go; 1 managed OS disks – S4, 100,000 transaction units	\$184.40	RDS Server
Virtual Machines		North Central US	1 B2S (2 vCPU(s), 4 GB RAM) x 730 Hours; Linux – CentOS; Pay as you go; 0 managed OS disks – S4, 100,000 transaction units	\$80.37	Virtual Firewall (for inbound connectivity from Oshtemo Twp.)
Azure Backup		North Central US	Azure VMs Type, 4 Instance(s) x 325 GB, GRS Redundancy, Moderate Average Daily Churn, 30 Daily RPs, 4 Weekly RPs, 12 Monthly RPs, 0 Yearly RPs, After 1st year Duration, 7150 Total Storage	\$378.30	Backup services with geo-redundant locations
IP Addresses		North Central US	4 Dynamic IP Addresses, 0 Static IP Addresses	\$11.68	Public IP addresses
Azure Site Recovery		East US	1 Customer instances, 4 Azure instances	\$116.00	Disaster Recovery Replication
RDS Licensing		North Central US	20 Remote Desktop Licenses (SPLA)	\$130.00	Special Secant pricing, customer provisioned licensing may be more expensive.
Office 365 Licensing		n/a	80 users O365 E3 and Secant Safety Bundle	\$2,240.00	Same values as quoted in Secant Business Cloud proposal.
ServerCARE		Secant provided	<b>One instance ServerCARE+ for AD/FP, ServerCARE standard for remaining three servers</b>	\$776.00	Fully managed, easily budgetable support solution.
			<b>Licensing Program</b>	<b>Microsoft Cloud Service Provider (CSP)</b>	
			<b>Monthly Total</b>	<b>\$4,540.53</b>	
			<b>Annual Total</b>	<b>\$54,486.37</b>	

### Disclaimer

All prices shown are in US Dollar (\$). This is a summary estimate, not a quote. For up to date pricing information please visit <https://azure.microsoft.com/pricing/calculator/>  
 This estimate was created at 1/15/2019 3:46:29 PM UTC.



6395 Technology Ave, Suite A  
 Kalamazoo MI 49009  
 269-375-8996 or 1-800-875-4222

# QUOTATION

Quote Number | PS-3537  
 Salesperson | Minich J  
 Date | 01/16/19  
 Quote Tax Status | MI-NON Non Tax  
 Terms | NET 15  
 Page | 01 of 01

Prepared For: OSHT2636

**Oshtemo Charter Township**  
 7275 W. Main Street  
 Kalamazoo MI 49009

**Thank you for the opportunity!**

*TAXABLE CLIENTS: Compliance with Michigan Compiled Law 205.51 requires that tax be charged on the portion of labor expended for physical installation of equipment shown as included within a project. That amount will be represented as a separate labor line.*

*This Quote is valid for 30 days.*

Part Number	Description	QTY	UOM	Price	EXT. Price
KIT Parts- Custom 1	Custom Solution Parts Kit <b>HP DL380 GEN10 RACK SERVER BUNDLE</b> <b>(2) 2.2GHZ/10-CORE PROCESSORS, 96GB RAM,</b> <b>(6) 900GB SAS HARD DRIVES, ILO, REDUNDANT POWER</b>	1.00	Each	\$10,400.00	<b>\$10,400.00</b>
KIT Parts- Custom 1	Custom Solution Parts Kit <b>HPE 5-YEAR NBD ML350 GEN9 FC SERVICE</b>	1.00	Each	\$2,695.00	<b>\$2,695.00</b>
KIT Parts- Custom 1	Custom Solution Parts Kit <b>WINDOWS SERVER STANDARD 2016</b>	1.00	Each	\$1,685.00	<b>\$1,685.00</b>
KIT Parts- Custom 1	Custom Solution Parts Kit <b>WINDOWS SERVER USER CALs</b>	80.00	Each	\$29.25	<b>\$2,340.00</b>
KIT Parts- Custom 1	Custom Solution Parts Kit <b>WINDOWS SERVER STANDARD 2016 REMOTE DESKTOP CALS</b>	10.00	Each	\$99.00	<b>\$990.00</b>
KIT Parts- Custom 1	Custom Solution Parts Kit <b>SQL SVR STD CORE 2017 ENG OLP 2LICs NL GOVT CORE LICs</b>	2.00	Each	\$2,735.00	<b>\$5,470.00</b>
KIT Parts- Custom 1	Custom Solution Parts Kit <b>GXT4 1500VA UPS W/ WEBCARD &amp; 4-POST RACK KIT, PATCH CABLE</b>	1.00	Each	\$1,608.00	<b>\$1,608.00</b>
SSL CERTIFICATE	SSL CERTIFICATE <b>2-YEAR UC SSL CERTIFICATE</b>	1.00	Each	\$479.00	<b>\$479.00</b>
SSL CERTIFICATE	SSL CERTIFICATE <b>2-YEAR INSTANT SSL CERTIFICATE</b>	1.00	Each	\$259.00	<b>\$259.00</b>
KIT Labor	Project Labor Kit <b>* ESTIMATED</b> <b>15% LABOR DISCOUNT APPLIED</b> <b>COMMENT LINE: Office 365 Hosted Exchange (80 user) with</b> <b>Secant Safety Bundle (Enhanced Support, Email Defender,</b> <b>Email Backup)</b> <b>adds \$2,240/month with a \$2,240 one-time deployment fee,</b> <b>beyond this quote.</b>	1.00	Each	\$13,138.88	<b>\$13,138.88</b>

Labor, where estimated, will be invoiced +/-10% before change orders.

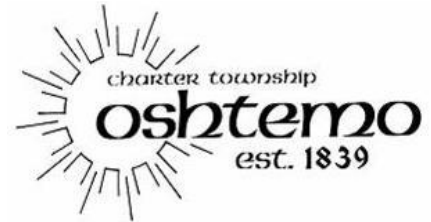
DEPOSITS: A 50% deposit is required on all transactions over \$2500. To place your project into our scheduling queue and/or authorize the ordering of equipment, pre-payment is required for clients without a Secant Terms and Conditions on file.

CREDIT CARD: A handling fee of 3.5% will be applied to payments totaling more than \$2500.00. (Invoices may not be broken up)

**Subtotal : \$39,064.88**  
**Tax : \$96.48**  
**Quoted Total : \$39,161.36**

Quote accepted by: \_\_\_\_\_ Date: \_\_\_\_\_ Fax to: 269-375-4222





# Memorandum

**Date:** January 17, 2019  
**To:** Township Board  
**From:** Dusty Farmer, Clerk  
**Subject:** Website Host Migration

---

Kelly White has again told us that she will no longer be hosting websites. I contacted Flywheel and they can host and manage our site for \$165 per year. This is about \$20 less than what we currently pay.

Request to the Board:

Authorize the website migration from Kelly White Designs to Flywheel as soon as possible.

TITLE	# / Mtgs.	Members	Dates	Term/End Date	
Transportation Study (2 votes)		Dusty Farmer (Alternate)			
KATS Technical (2 votes)	12	Julie Johnston (Staff)	2nd Thursday @ 9:00 a.m.		
		Marc Elliott, (Staff)			
		Jamie Baker (Staff)			
Kalamazoo Regional Water & Wastewater Commission		Libby Heiny-Cogswell, Regional Chair			
		Nancy Culp (Alternate )			
		Jim Porter (Staff)			
Planning Commission	22	<b>Keshia Dickason</b>	2nd & 4th Thursday@7pm	12.31.2020	1st term
Three Year Term		Bruce Vanderweele	(typically)(& any special meetings)	12.31.2020	1st term
		Mary Smith		12.31.2020	2nd term
		Micki Maxwell		12.31.2020	1st term
		Ollie Chambers		12.31.2021	1st term
		Ron Commissaris		12.31.2021	1st term
		Dusty Farmer (TB Liason, Ex Officio)			
		Julie Johnston (Staff)			
		Jim Porter (Staff Attorney)			
Public Media Network		<b>Cheri Bell (Board Rep)</b>			
		Grant Taylor (Citizen Rep)			
Township Board	21	Libby Heiny-Cogswell (Supervisor)			
		Dusty Farmer (Clerk)			
		Nancy Culp (Treasurer)			
		Deb Everett, Trustee			
		Cheri Bell, Trustee			
		Zak Ford, Trustee			
		Ken Hudok, Trustee			
		Jim Porter (Staff Attorney)			
		Marc Elliott, Public Utilities Dir.			
Zoning Board of Appeals	24	Fred Antosz (Alternate)	4th Tues @ 3 pm	12.31.2019	Partial Term
Three Year Terms		Jim Sterenberg	As needed	12.31.2019	2nd term
		Anita Smith (To Complete MS's Term)		12.31.2020	
		<b>Micki Maxwell (PC Liason)</b>			NA
		Neil Sikora			
		Fred Gould (Alternate)		12.31.2021	1st Term
		Nancy Culp (TB Liason) <sup>1</sup>			NA

OSHTEMO BOARDS formal Board positions \*Bold Font Indicates Proposed Changes. Others are Elected or Continuing

Effective January 22, 2019

TITLE	# / Mtgs.	Members	Dates	Term/End Date	
		Julie Johnston (Staff)			
		Jim Porter (Attorney)			
KCCDA (911 Consolidated Dispatch)		Mark Barnes	Board (Rep from County Fire Chiefs)		

OSHTEMO BOARDS formal Board positions \*Bold Font Indicates Proposed Changes. Others are Elected or Continuing

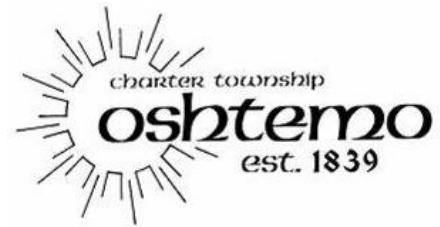
Effective January 22, 2019

TITLE	# / Mtgs.	Members	Dates	Term/End Date	
		Nancy Culp			
KATS Policy (Kalamazoo Area Transportation Study (2 votes)	12	Libby Heiny-Cogswell (Primary) Dusty Farmer (Alternate)	4th Wed @ 9am (or as scheduled)		
KATS Technical (2 votes)	12	Julie Johnston (Staff) Marc Elliott, (Staff) Jamie Baker (Staff)	2nd Thursday @ 9:00 a.m.		
Kalamazoo Regional Water & Wastewater Commission		Libby Heiny-Cogswell, Regional Chair Nancy Culp (Alternate ) Jim Porter (Staff)			
Planning Commission Three Year Term	22	<b>Keshia Dickason</b> Bruce Vanderweele Mary Smith Micki Maxwell Ollie Chambers Ron Commissaris Dusty Farmer (TB Liason, Ex Officio) Julie Johnston (Staff) Jim Porter (Staff Attorney)	2nd & 4th Thursday@7pm (typically)(& any special meetings)	12.31.2020 12.31.2020 12.31.2020 12.31.2021 12.31.2021	1st term 1st term 2nd term 1st term 1st term
Public Media Network		<b>Vacancy</b> Grant Taylor (Citizen Rep)			
Township Board	21	Libby Heiny-Cogswell (Supervisor) Dusty Farmer (Clerk) Nancy Culp (Treasurer) Deb Everett, Trustee Cheri Bell, Trustee Zak Ford, Trustee Ken Hudok, Trustee Jim Porter (Staff Attorney) Marc Elliott, Public Utilities Dir.			
Zoning Board of Appeals Three Year Terms	24	Fred Antosz (Alternate) Jim Sterenberg Anita Smith (To Complete MS's Term) <b>Micki Maxwell (PC Liason)</b> Neil Sikora Fred Gould (Alternate) <sup>1</sup> Nancy Culp (TB Liason)	4th Tues @ 3 pm As needed	12.31.2019 12.31.2019 12.31.2020	Partial Term 2nd term
					NA
					NA

OSHTMO BOARDS formal Board positions \*Bold Font Indicates Proposed Changes. Others are Elected or Continuing

Effective January 22, 2019

TITLE	# / Mtgs. Members	Dates	Term/End Date
	Julie Johnston (Staff)		
	Jim Porter (Attorney)		
KCCDA (911 Consolidated Dispatch)	Mark Barnes	Board (Rep from County Fire Chiefs)	



# Memorandum

**Date:** 14 January 2019  
**To:** Township Board  
**From:** HR  
**Subject:** Outside Labor and HR Counsel (As Needed)

---

## **Objectives**

Board consideration of motion to appoint outside HR and Labor counsel, on an as needed basis. The Supervisor and HR Staff along with the HR Board Work Group recommend the Township use outside counsel on a limited basis as follows:

**Labor Counsel**  
**HR Counsel (as needed)**

**Kurt Sherwood**  
**Matt Quardokus**

**Miller Canfield**  
**Randy Brown & Assoc PLC**

## **Background**

In some areas the Township employs specialized legal counsel. Examples include environmental counsel for the KL landfill site, and litigation counsel for some cases. There is an identified need to have available outside specialized counsel for HR for two purposes: 1) for general HR consult if there is a conflict of interest with an issue that involves our in-house attorney, and 2) for labor counsel (the set of standards for working conditions and wages, such as the Fair Labor Standards Act (FLSA) expertise, which is often discussed in relation to Fire Department policies).

The Supervisor, HR Specialist, and Assistant to the Supervisor conferred with Attorney Porter on the issue. The specialization is recommended. HR reviewed and recommended to the HR Board Group the additional 'as needed' general HR backup counsel, for conflict-of-interest situations and labor counsel.

HR contacted three local attorney offices, including Miller Johnson, Miller Canfield, and Randy Brown. A Muskegon office was referred but not contacted due to interest in using a more local office. The following attorney offices were referred (recommended are in bold):

## **Labor Counsel**

Sarah Willey	Miller Johnson Kalamazoo, MI	\$360 Hourly
Robert Dubault	Warner Norcross Muskegon, MI	Not Contacted
<b>Kurt Sherwood</b>	<b>Miller Canfield</b> <b>Kalamazoo, MI</b> 7275 W. Main Street Kalamazoo, MI 49009 (269) 216-5220 Fax (269) 375-7180 <a href="http://www.oshtemo.org">www.oshtemo.org</a>	<b>\$285 Hourly</b>

14 January 2019

Memorandum

Page 2

HR Counsel (Backup as needed)

**Matt Quardokus**

**Randy Brown & Assoc  
Portage, MI**

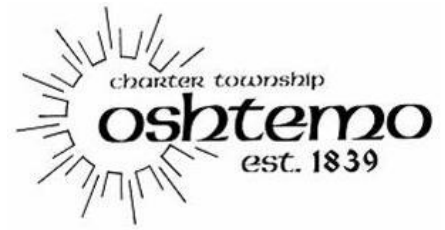
**\$150 Hourly**

Miller Johnson  
Kalamazoo, MI

\$360 Hourly

Miller Canfield  
Kalamazoo, MI

\$285 Hourly



# Memorandum

**Date:** 14 January 2019  
**To:** Township Board  
**From:** HR  
**Subject:** Public Relations (PR) Consultant

---

## **Objectives**

Board consideration of motion to appoint outside Public Relations (PR) consultant:

**James Coppinger**

**Quadrant II Marketing, LLC**

## **Background**

The Police Committee identified a need for a marketing consultant's services at their meeting in December. The need was also brought up at the December Township Board meeting.

Clerk Farmer and Supervisor Heiny-Cogswell met with Jim Coppinger previously, a year and a half ago. Given reasonable consultant rate (\$65 per hour) and professional expertise (long time KPS marketing consultant), and the continued request from the Police Committee for this professional expertise, the Supervisor recommends the appointment of Quadrant II Marketing, LLC as the Township marketing consultant.



# Memo



To: Oshtemo Charter Township Board  
From: Marc Elliott, P.E., Director of Public Works  
Date: January 18, 2019  
Subject: 2019 Roadway Maintenance Projects

---

## **OBJECTIVE**

To authorize Supervisor to contract with the Road Commission of Kalamazoo County (RCKC) for the herein identified local road pavement maintenance projects in accordance with the RCKC PAR matching program (see attached figure and cost detail). In order to get best bid pricing, these projects are intended be let by RCKC in its first round of project bidding (early February).

## **BACKGROUND**

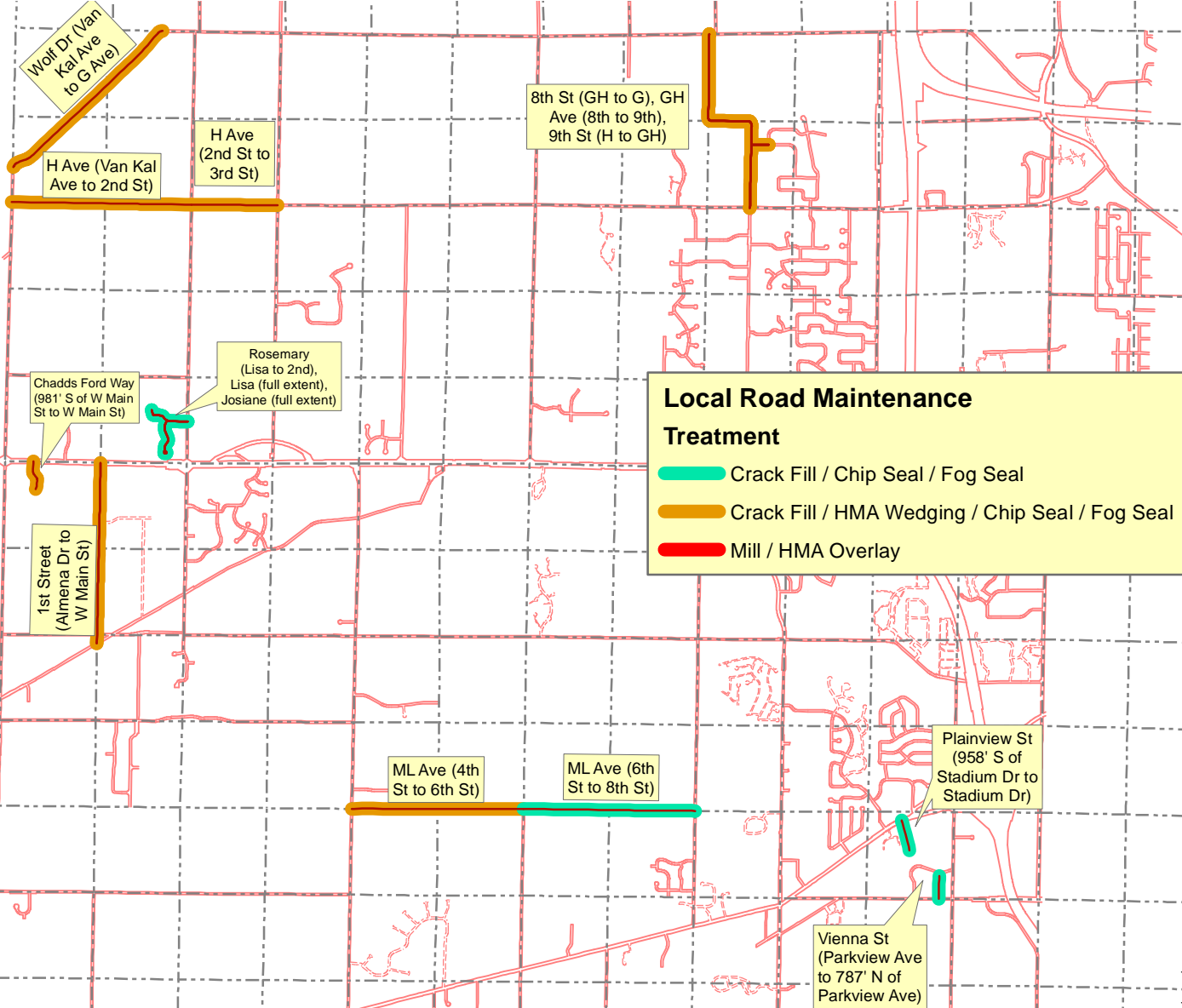
At its January 8<sup>th</sup> meeting, the Township Board voted to inform RCKC that it wished to fully match the offered \$301,567.93 in PAR funds. This is the proposed 1 to 1 cost-share (PAR) match towards local roadway maintenance projects in Oshtemo. On January 15<sup>th</sup> the Oshtemo Township Capital Improvement Committee considered fourteen projects. Eleven were selected by the CIC for recommendation to the Board for expeditious approval. This list is to meet the first bidding timeline and the presumed best contractor pricings. The referenced projects constitute \$215,223 of the offered PAR. Oshtemo staff, with assistance of RCKC, CIC members, and others will continue to review additional Oshtemo projects to be included in later biddings.

An important reason to extend evaluation of additional projects for a later bidding is that RCKC has not yet responded to Oshtemo request that a portion of the PAR match be an in-kind contribution. As noted on January 8<sup>th</sup>, the offered par is about \$50,000 over the Township's 2019 budget. In 2019 Oshtemo will reconstruct several miles of "poor condition" local roads in conjunction with its sanitary sewer extension projects. RCKC's 2018 average cost for road reconstruction was \$244,000 per mile. Using this figure, our projected 2019 in-kind contribution towards local roads will be in excess of \$1.1 million.

Over the next few weeks we will seek to determine the extent, if any, RCKC will recognize in-kind contributions as a PAR match. A goal will be to fully leverage the remaining offered PAR funds (\$86,345). If RCKC determines that PAR must be in cash, then the offer exceeds the Township's 2019 roadway allocations. If this occurs, when a second round of roadway maintenance projects are presented to the Board for its consideration, the request will have two options. One set of road projects will be within current allocations, and an alternate set will be available for consideration that will require a budget amendment of about \$50,000 to fully leverage (in cash) the offered PAR.

## **INFORMATION PROVIDED**

Illustration – Oshtemo Capital Improvement Committee recommended 2019 Roadway Maintenance Projects for First Bidding  
RCKC 2019 PAR Distribution (first call for local road commitments)  
Work Sheets, RCKC Estimated Costs for the Proposed Roadway Maintenance Projects



**Local Road Maintenance Treatment**

- █ Crack Fill / Chip Seal / Fog Seal
- █ Crack Fill / HMA Wedging / Chip Seal / Fog Seal
- █ Mill / HMA Overlay

Project	Length	Cost
1st Street (Almena Dr to W Main St)	2629	\$65,918
Chadds Ford Way (981' S of W Main St to W Main St)	899	\$13,344
H Ave (Van Kal Ave to 2nd St)	5492	\$63,052
H Ave (2nd St to 3rd St)	2632	\$31,805
8th St (GH to G), GH Ave (8th to 9th), 9th St (H to GH)	528	\$64,060
Wolf Dr (Van Kal Ave to G Ave)	6226	\$63,161
Rosemary (Lisa to 2nd), Lisa (full extent), Josiane (full extent)	1234	\$25,281
ML Ave (4th St to 6th St)	5257	\$56,317
ML Ave (6th St to 8th St)	5250	\$32,505
Vienna St (Parkview Ave to 787' N of Parkview Ave)	708	\$4,586
Plainview St (958' S of Stadium Dr to Stadium Dr)	937	\$10,417
<b>FIRST ROUND SUM:</b>	<b>31,792</b>	<b>\$430,446</b>
<b>One Half (PAR):</b>		<b>\$215,223</b>
Available PAR is \$301,567.93	<b>Remaining (2nd round):</b>	<b>\$86,345</b>

**2019 Oshtemo Local Roadway Projects Proposed For First Round Bidding**



Date: 1/17/2019

T:\Oshtemo\_GIS3\Projects\Marc2019 Roadway Maintenance\2019 - rc 1st bid round.mxd



Road Commission  
of Kalamazoo County  
3801 E. Kilgore Road  
Kalamazoo, MI 49001  
(269) 381-3171  
Fax (269) 381-1760  
www.kalamazoo-countyroads.com

## ROAD COMMISSION OF KALAMAZOO COUNTY 2019 Local Road Participation (PAR) Fund Allocation

Updated: 12/17/18

Township	2010 Census	% of Population	Local 35% Mileage **	% of Mileage	65%	Local Urban Mileage	% of Urban	Urban Distribution	2019 Total	2018 Carryover Par Funds	Total Par Funds Available	
<b>Alamo</b>	3,762	3.16%	17,255	37.88	4.61%	46,750	0.33	0.09%	270	64,275	<b>64,275.00</b>	
<b>Brady</b>	3,613	3.03%	16,546	46.63	5.67%	57,500	9.62	2.60%	7,796	81,842	<b>81,842.00</b>	
<b>Charleston</b>	1,942	1.63%	8,901	23.95	2.91%	29,511	2.44	0.66%	1,979	40,391	<b>40,391.00</b>	
<b>Climax</b>	1,696	1.42%	7,754	47.40	5.77%	58,514				66,268	<b>66,268.00</b>	
<b>Comstock</b>	14,854	12.47%	68,094	74.50	9.06%	91,878	67.19	18.19%	54,539	214,511	<b>214,511.00</b>	
<b>Cooper</b>	10,111	8.49%	46,360	62.83	7.65%	77,579	32.49	8.80%	26,385	150,324	<b>166,379.79</b>	
<b>Kalamazoo</b>	21,918	18.40%	100,474	74.89	9.11%	92,385	74.89	20.28%	60,806	253,665	<b>253,665.00</b>	
<b>Oshtemo</b>	21,705	18.22%	99,492	76.56	9.32%	94,515	48.71	13.19%	39,548	233,555	<b>301,567.93</b>	
<b>Pavilion</b>	6,222	5.22%	28,504	48.35	5.88%	59,630	19.97	5.41%	16,221	104,355	<b>104,355.00</b>	
<b>Prairie Ronde</b>	2,250	1.89%	10,321	52.11	6.34%	64,295			74,616	6,543.24	<b>81,159.24</b>	
<b>Richland</b>	6,829	5.73%	31,289	49.24	5.99%	60,745	22.22	6.02%	18,050	110,084	<b>128,055.36</b>	
<b>Ross</b>	3,812	3.20%	17,474	53.44	6.50%	65,917	2.11	0.57%	1,709	85,100	<b>85,100.00</b>	
<b>Schoolcraft</b>	4,418	3.71%	20,259	34.23	4.17%	42,288	20.39	5.52%	16,551	79,098	<b>105,239.67</b>	
<b>Texas</b>	14,697	12.34%	67,384	92.35	11.24%	113,986	68.94	18.67%	55,978	237,348	<b>287,225.55</b>	
<b>Wakeshma</b>	1,301	1.09%	5,952	47.52	5.78%	58,616			64,568		<b>64,568.00</b>	
	<b>119,130</b>	<b>100.00%</b>	<b>546,059</b>	<b>821.88</b>	<b>100.00%</b>	<b>1,014,109</b>	<b>369.30</b>	<b>100.00%</b>	<b>299,832</b>	<b>1,860,000</b>	<b>184,602.54</b>	<b>2,044,602.54</b>

**January 20<sup>th</sup>**

Townships must provide notice to the Board of one of the following by email:

1. Unable to use any of the allocated PAR Funds;
2. The specific portion of allocated PAR Funds able to use;
3. Able to utilize ALL of the allocated PAR Funds, but not committed to PAR Funds re-distribution; OR
4. Able to utilize ALL of the allocated PAR Funds and COMMITTED to participating in the PAR Funds re-distribution.

**January 31<sup>st</sup>**

The Road Commission will complete the one time re-distribution based on the January 20<sup>th</sup> response, and notify townships.

**February 15<sup>th</sup>**

Townships must provide notice to the Board for the first hot mix asphalt (HMA) projects by this date to be included in the first HMA bid letting.

**March 15<sup>th</sup>**

Local Road Contracts must be received by this date; any local road participation funds allocated, but not obligated by March 15th are reallocated to RCKC primary road fund.

\*Please see RCKC policies for further information.

\*\* Total Local Mileage is based on year-to-date accepted roadways.



Date Prepared: 11/20/18  
 Township: Oshtemo  
 Location: **1st Street** (Almena Drive to West Main Street)  
 Project Description: Crack Fill / HMA Wedging / Chip Seal / Fog Seal  
 Estimator: Jim Hoekstra  
 Length: 1.04 Miles

Total Area	Length	Width	Conv Factor
12,167	5,475	20	9
	0	0	
	0	0	
	0	0	

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Pavement Marking		5,475	lin ft	0.10	548	no charge
Ditching/Ditch Cleanout		0	Station		0	no charge
Crack Fill	Light	3,120	lbs	1.60	4,992	
HMA Wedging		372	ton	85.00	31,620	
Vacuum Sweeping	2X	0.00	hour	250.00	0	
RCKC Equipment		2.83	hour	1250.00	3,533	
RCKC Labor/Fringe		2.62	hour	1010.00	2,650	
Contractor Equipment/Labor		3.74	hour	315.00	1,178	
Aggregate	20#/square yard	121.67	ton	42.50	5,171	
CRS-2M (emulsion)	.40 gallon/square yard	4866.67	gallon	1.80	8,760	
Fog Seal	0.10 gal per syd	1825.00	gallon	2.00	3,650	
Fog Seal Spraying(NOT our distributor)					0	
RCKC Labor & Equipment for Fog Seal			hour		0	
Traffic Regulator					0	
<b>Estimated Total Cost</b>					<b>\$61,554</b>	
<b>Overhead Costs</b>				7.09%	<b>\$4,364</b>	
<b>Total Estimated Project Cost</b>					<b>\$65,918</b>	



Date Prepared: 11/20/18  
 Township: Oshtemo  
 Location: **Chadds Ford Way** (981' South of West Main Street to West Main Street)  
 Project Description: Crack Fill / HMA Wedging / Chip Seal / Fog Seal  
 Estimator: Jim Hoekstra  
 Length: 0.15 Miles

Total Area	Length	Width	Conv Factor
2,939	775	24	9
	1	7,855	
	0	0	
	0	0	

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Pavement Marking		-	lin ft	0.10	0	no charge
Ditching/Ditch Cleanout		0	Station		0	no charge
Crack Fill	Medium	600	lbs	1.60	960	
HMA Wedging		44	ton	85.00	3,740	
Vacuum Sweeping	2X	4.00	hour	250.00	1,000	
RCKC Equipment		0.97	hour	1250.00	1,206	
RCKC Labor/Fringe		0.90	hour	1010.00	905	
Contractor Equipment/Labor		1.28	hour	315.00	402	
Aggregate	20#/square yard	29.39	ton	42.50	1,249	
CRS-2M (emulsion)	.40 gallon/square yard	1175.78	gallon	1.80	2,116	
Fog Seal	0.10 gal per syd	440.92	gallon	2.00	882	
Fog Seal Spraying(NOT our distributor)					0	
RCKC Labor & Equipment for Fog Seal			hour		0	
Traffic Regulator					0	
				<b>Estimated Total Cost</b>		<b>\$12,461</b>
				<b>Overhead Costs</b>	7.09%	<b>\$883</b>
				<b>Total Estimated Project Cost</b>		<b>\$13,344</b>



Date Prepared: 11/20/18  
 Township: Oshtemo  
 Location: **H Avenue** (Van Kal Avenue to 2nd Street)  
 Project Description: Crack Fill / HMA Wedging / Chip Seal / Fog Seal  
 Estimator: Jim Hoekstra  
 Length: 1.04 Miles

Total Area	Length	Width	Conv Factor
12,810	5,490	21	9
	0	0	
	0	0	
	0	0	

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Pavement Marking		5,490	lin ft	0.10	549	no charge
Ditching/Ditch Cleanout		0	Station		0	no charge
Crack Fill	Light	3,120	lbs	1.60	4,992	
HMA Wedging		325	ton	85.00	27,625	
Vacuum Sweeping	2X	0.00	hour	250.00	0	
RCKC Equipment		2.98	hour	1250.00	3,720	
RCKC Labor/Fringe		2.76	hour	1010.00	2,790	
Contractor Equipment/Labor		3.94	hour	315.00	1,240	
Aggregate	20#/square yard	128.10	ton	42.50	5,444	
CRS-2M (emulsion)	.40 gallon/square yard	5124.00	gallon	1.80	9,223	
Fog Seal	0.10 gal per syd	1921.50	gallon	2.00	3,843	
Fog Seal Spraying(NOT our distributor)					0	
RCKC Labor & Equipment for Fog Seal			hour		0	
Traffic Regulator					0	
<b>Estimated Total Cost</b>					<b>\$58,878</b>	
<b>Overhead Costs</b>				7.09%	<b>\$4,174</b>	
<b>Total Estimated Project Cost</b>					<b>\$63,052</b>	



Date Prepared: 11/20/18  
 Township: Oshtemo  
 Location: **H Avenue** (2nd Street to 3rd Street)  
 Project Description: Crack Fill / HMA Wedging / Chip Seal / Fog Seal  
 Estimator: Jim Hoekstra  
 Length: 0.5 Miles

Total Area	Length	Width	Conv Factor
6,683	2,615	23	9
	0	0	
	0	0	
	0	0	

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Pavement Marking		2,615	lin ft	0.10	262	no charge
Ditching/Ditch Cleanout		0	Station		0	no charge
Crack Fill	Light	1,500	lbs	1.60	2,400	
HMA Wedging		160	ton	85.00	13,600	
Vacuum Sweeping	2X	0.00	hour	250.00	0	
RCKC Equipment		1.55	hour	1250.00	1,941	
RCKC Labor/Fringe		1.44	hour	1010.00	1,456	
Contractor Equipment/Labor		2.05	hour	315.00	647	
Aggregate	20#/square yard	66.83	ton	42.50	2,840	
CRS-2M (emulsion)	.40 gallon/square yard	2673.11	gallon	1.80	4,812	
Fog Seal	0.10 gal per syd	1002.42	gallon	2.00	2,005	
Fog Seal Spraying(NOT our distributor)					0	
RCKC Labor & Equipment for Fog Seal			hour		0	
Traffic Regulator					0	
<b>Estimated Total Cost</b>					<b>\$29,700</b>	
<b>Overhead Costs</b>				7.09%	<b>\$2,106</b>	
<b>Total Estimated Project Cost</b>					<b>\$31,805</b>	



Date Prepared: 11/20/18  
 Township: Oshtemo  
 Location: **8th Street** (GH Avenue to G Avenue), **GH Avenue** (8th Street to 9th Street), **9th Street** (H Avenue to GH Avenue)  
 Project Description: Crack Fill / HMA Wedging / Chip Seal / Fog Seal  
 Estimator: Jim Hoekstra  
 Length: 1.23 Miles

Total Area	Length	Width	Conv Factor
14,400	6,480	20	9
	0	0	
	0	0	
	0	0	

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Pavement Marking		6,480	lin ft	0.10	648	no charge
Ditching/Ditch Cleanout		0	Station		0	no charge
Crack Fill	Light	3,690	lbs	1.60	5,904	
HMA Wedging		287	ton	85.00	24,395	
Vacuum Sweeping	2X	0.00	hour	250.00	0	
RCKC Equipment		3.35	hour	1250.00	4,182	
RCKC Labor/Fringe		3.11	hour	1010.00	3,136	
Contractor Equipment/Labor		4.43	hour	315.00	1,394	
Aggregate	20#/square yard	144.00	ton	42.50	6,120	
CRS-2M (emulsion)	.40 gallon/square yard	5760.00	gallon	1.80	10,368	
Fog Seal	0.10 gal per syd	2160.00	gallon	2.00	4,320	
Fog Seal Spraying(NOT our distributor)					0	
RCKC Labor & Equipment for Fog Seal			hour		0	
Traffic Regulator					0	
<b>Estimated Total Cost</b>					<b>\$59,819</b>	
<b>Overhead Costs</b>				7.09%	<b>\$4,241</b>	
<b>Total Estimated Project Cost</b>					<b>\$64,060</b>	





Date Prepared: 11/20/18  
 Township: Oshtemo  
 Location: **Wolf Drive** (Van Kal Avenue to G Avenue)  
 Project Description: Crack Fill / HMA Wedging / Chip Seal / Fog Seal  
 Estimator: Jim Hoekstra  
 Length: 1.2 Miles

Total Area	Length	Width	Conv Factor
13,978	6,290	20	9
		0	
	0	0	
	0	0	

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Pavement Marking		6,290	lin ft	0.10	629	no charge
Ditching/Ditch Cleanout		0	Station		0	no charge
Crack Fill	Light	3,600	lbs	1.60	5,760	
HMA Wedging		289	ton	85.00	24,565	
Vacuum Sweeping	2X	0.00	hour	250.00	0	
RCKC Equipment		3.25	hour	1250.00	4,059	
RCKC Labor/Fringe		3.01	hour	1010.00	3,044	
Contractor Equipment/Labor		4.30	hour	315.00	1,353	
Aggregate	20#/square yard	139.78	ton	42.50	5,941	
CRS-2M (emulsion)	.40 gallon/square yard	5591.11	gallon	1.80	10,064	
Fog Seal	0.10 gal per syd	2096.67	gallon	2.00	4,193	
Fog Seal Spraying(NOT our distributor)					0	
RCKC Labor & Equipment for Fog Seal			hour		0	
Traffic Regulator					0	
<b>Estimated Total Cost</b>					<b>\$58,979</b>	
<b>Overhead Costs</b>				7.09%	<b>\$4,182</b>	
<b>Total Estimated Project Cost</b>					<b>\$63,161</b>	



Date Prepared: 11/20/18  
 Township: Oshtemo  
 Location: **Rosemary Lane** (Lisa Drive to 2nd Street), **Lisa Drive** (164' West of Rosemary Lane to Rosemary Lane), **Josiane Drive** (1,157' South of Rosemary Lane to Rosemary Lane)  
 Project Description: Crack Fill / Chip Seal / Fog Seal  
 Estimator: Jim Hoekstra  
 Length: 0.41 Miles

Total Area	Length	Width	Conv Factor
8,403	2,140	28	9
	2	7,855	
	0	0	
	0	0	

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Pavement Marking		-	lin ft	0.10	0	no charge
Ditching/Ditch Cleanout		0	Station		0	no charge
Crack Fill	Heavy	2,050	lbs	1.60	3,280	
HMA Wedging		-	ton	85.00	0	
Vacuum Sweeping	2X	4.00	hour	250.00	1,000	
RCKC Equipment		2.76	hour	1250.00	3,449	
RCKC Labor/Fringe		2.56	hour	1010.00	2,587	
Contractor Equipment/Labor		3.65	hour	315.00	1,150	
Aggregate	20#/square yard	84.03	ton	42.50	3,571	
CRS-2M (emulsion)	.40 gallon/square yard	3361.33	gallon	1.80	6,050	
Fog Seal	0.10 gal per syd	1260.50	gallon	2.00	2,521	
Fog Seal Spraying(NOT our distributor)					0	
RCKC Labor & Equipment for Fog Seal			hour		0	
Traffic Regulator					0	
<b>Estimated Total Cost</b>					<b>\$23,608</b>	
<b>Overhead Costs</b>				7.09%	<b>\$1,674</b>	
<b>Total Estimated Project Cost</b>					<b>\$25,281</b>	



Date Prepared: 11/20/18  
 Township: Oshtemo  
 Location: **ML Avenue** (4th Street to 6th Street)  
 Project Description: Crack Fill / HMA Wedging / Chip Seal / Fog Seal  
 Estimator: Jim Hoekstra  
 Length: 0.99 Miles

Total Area	Length	Width	Conv Factor
12,098	5,185	21	9
		0	
	0	0	
	0	0	

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Pavement Marking		5,185	lin ft	0.10	519	no charge
Ditching/Ditch Cleanout		0	Station		0	no charge
Crack Fill	Light	2,970	lbs	1.60	4,752	
HMA Wedging		271	ton	85.00	23,035	
Vacuum Sweeping	2X	0.00	hour	250.00	0	
RCKC Equipment		2.81	hour	1250.00	3,513	
RCKC Labor/Fringe		2.61	hour	1010.00	2,635	
Contractor Equipment/Labor		3.72	hour	315.00	1,171	
Aggregate	20#/square yard	120.98	ton	42.50	5,142	
CRS-2M (emulsion)	.40 gallon/square yard	4839.33	gallon	1.80	8,711	
Fog Seal	0.10 gal per syd	1814.75	gallon	2.00	3,630	
Fog Seal Spraying(NOT our distributor)					0	
RCKC Labor & Equipment for Fog Seal			hour		0	
Traffic Regulator					0	
<b>Estimated Total Cost</b>					<b>\$52,589</b>	
<b>Overhead Costs</b>				7.09%	<b>\$3,729</b>	
<b>Total Estimated Project Cost</b>					<b>\$56,317</b>	



Date Prepared: 11/20/18  
 Township: Oshtemo  
 Location: **ML Avenue (6th Street to 8th Street)**  
 Project Description: Crack Fill / Chip Seal / Fog Seal  
 Estimator: Jim Hoekstra  
 Length: 1.01 Miles

Total Area	Length	Width	Conv Factor
12,441	5,332	21	9
		0	
	0	0	
	0	0	

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Pavement Marking		5,332	lin ft	0.10	533	no charge
Ditching/Ditch Cleanout		0	Station		0	no charge
Crack Fill	Light	3,030	lbs	1.60	4,848	
HMA Wedging		-	ton	85.00	0	
Vacuum Sweeping	2X	0.00	hour	250.00	0	
RCKC Equipment		2.89	hour	1250.00	3,613	
RCKC Labor/Fringe		2.68	hour	1010.00	2,710	
Contractor Equipment/Labor		3.82	hour	315.00	1,204	
Aggregate	20#/square yard	124.41	ton	42.50	5,288	
CRS-2M (emulsion)	.40 gallon/square yard	4976.53	gallon	1.80	8,958	
Fog Seal	0.10 gal per syd	1866.20	gallon	2.00	3,732	
Fog Seal Spraying(NOT our distributor)					0	
RCKC Labor & Equipment for Fog Seal			hour		0	
Traffic Regulator					0	
<b>Estimated Total Cost</b>					<b>\$30,353</b>	
<b>Overhead Costs</b>				7.09%	<b>\$2,152</b>	
<b>Total Estimated Project Cost</b>					<b>\$32,505</b>	



Date Prepared: 11/20/18  
 Township: Oshtemo  
 Location: **Vienna Street** (Parkview Avenue to 787' North of Parkview Avenue)  
 Project Description: Crack Fill / Chip Seal / Fog Seal  
 Estimator: Jim Hoekstra  
 Length: 0.13 Miles

Total Area	Length	Width	Conv Factor
1,500	675	20	9
		0	
	0	0	
	0	0	

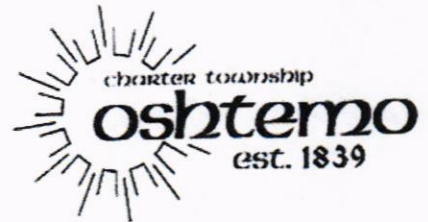
Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Pavement Marking		-	lin ft	0.10	0	no charge
Ditching/Ditch Cleanout		0	Station		0	no charge
Crack Fill	Medium	520	lbs	1.60	832	
HMA Wedging		-	ton	85.00	0	
Vacuum Sweeping	2X	0.00	hour	250.00	0	
RCKC Equipment		0.49	hour	1250.00	616	
RCKC Labor/Fringe		0.46	hour	1010.00	462	
Contractor Equipment/Labor		0.65	hour	315.00	205	
Aggregate	20#/square yard	15.00	ton	42.50	638	
CRS-2M (emulsion)	.40 gallon/square yard	600.00	gallon	1.80	1,080	
Fog Seal	0.10 gal per syd	225.00	gallon	2.00	450	
Fog Seal Spraying(NOT our distributor)					0	
RCKC Labor & Equipment for Fog Seal			hour		0	
Traffic Regulator					0	
<b>Estimated Total Cost</b>					<b>\$4,282</b>	
<b>Overhead Costs</b>				7.09%	<b>\$304</b>	
<b>Total Estimated Project Cost</b>					<b>\$4,586</b>	



Date Prepared: 11/20/18  
 Township: Oshtemo  
 Location: **Plainview Street** (958' South of Stadium Drive to Stadium Drive)  
 Project Description: Crack Fill / Chip Seal / Fog Seal  
 Estimator: Jim Hoekstra  
 Length: 0.16 Miles

Total Area	Length	Width	Conv Factor
3,673	840	30	9
	1	7,855	
	0	0	
	0	0	

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Pavement Marking		-	lin ft	0.10	0	no charge
Ditching/Ditch Cleanout		0	Station		0	no charge
Crack Fill	Heavy	800	lbs	1.60	1,280	
HMA Wedging		-	ton	85.00	0	
Vacuum Sweeping	2X	0.00	hour	250.00	0	
RCKC Equipment		1.21	hour	1250.00	1,507	
RCKC Labor/Fringe		1.12	hour	1010.00	1,130	
Contractor Equipment/Labor		1.60	hour	315.00	502	
Aggregate	20#/square yard	36.73	ton	42.50	1,561	
CRS-2M (emulsion)	.40 gallon/square yard	1469.11	gallon	1.80	2,644	
Fog Seal	0.10 gal per syd	550.92	gallon	2.00	1,102	
Fog Seal Spraying(NOT our distributor)					0	
RCKC Labor & Equipment for Fog Seal			hour		0	
Traffic Regulator					0	
				<b>Estimated Total Cost</b>		<b>\$9,727</b>
				<b>Overhead Costs</b>	7.09%	<b>\$690</b>
				<b>Total Estimated Project Cost</b>		<b>\$10,417</b>



# Memorandum

**Date:** January 16, 2019  
**To:** Township Board  
**From:** HR Committee  
**Subject:** Employee Handbook

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The HR Committee recommends the following changes to the Employee Handbook:

## Section 6.19 Unauthorized Release of Information Policy

- Simplify current policy and add an appendix which specifies which information must be redacted before release.

## Section 6.8 Dress Code

- Recommendation to apply “dress down Friday” guidelines to any work day before a Township recognized holiday when the office would be closed.

## Appendix A – Holidays

- Authorizes Township Administration to combine current half day holidays of Christmas Eve and New Year’s Eve into one full day off before Christmas.

## Appendix B – PTO

### Section E

- grants 2 days (16 hours) of PTO to new full time employees; part time employees would receive percentage based on their full time equivalent
- remove reference to accrued vacation time (this language was explanatory when the PTO system was initiated)

### Section F

- clarifies that part time employees receive PTO at their full time equivalent

## **6.19 Unauthorized Release of Information Policy:**

~~Employees of the Charter Township of Oshtemo have an ongoing opportunity to access confidential information or records of the Michigan Department of State that are only available to the general public on a limited review or purchase basis. Much of the Michigan Department of State information processed by Oshtemo Township employees is confidential, and its release is governed by law; for example, driver record and vehicle ownership information.~~

~~These laws mandate that personal information will not be disclosed to anyone unless that party is legally entitled to receive the information. Employees must not access or release information contained in the records and files of the Michigan Department of State, including digital images or signatures, except in connection with their duties and only to authorized parties in accordance with work area procedures.~~

**Oshtemo Township officials and staff will not release information to the public unless authorized or provided by law.**

It is a very serious offense for an employee to access, release or use for personal purposes, confidential information obtained in the course of employment. A violation of this policy is just cause for disciplinary action up to and including dismissal. In addition, the Township may request criminal charges be filed against the employee, which could result in a felony conviction.

**Refer to Appendix \_\_ for specific information regarding release of information from the Township.**



**Documents NOT requiring a FOIA Request:**

Departmental information furnished to the public through normal operations, including:

- ◆ Anything on the Township website
- ◆ Pamphlets
- ◆ Loose-leaf publications
- ◆ Reports for public information
- ◆ Manuals and forms adopted for use by the Township

**Documents Requiring a FOIA Request:**

Provide FOIA form and follow FOIA Policy

*[Information Not to be Disclosed under FOIA without Township Clerk or Township Attorney Review]*

**The following information must be redacted:**

- A. Information of a personal nature:
  - ◆ address
  - ◆ phone number
  - ◆ social security number
  - ◆ medical information
  - ◆ physician-patient psychological counseling information
- B. Law enforcement records:
  - ◆ deployment
  - ◆ ordinance enforcement
- C. Records or information exempt from disclosure by statute
- D. Trade secrets or commercial or financial information voluntarily provided with promise of confidentiality:
  - ◆ sealed architectural plans
- E. Information subject to attorney-client privilege
- F. Bid proposals
- G. Real Estate Appraisals
- H. Communications of an advisory nature
- I. Letters of applicants for a public position
- J. Archeological sites
- K. Any information if requesting party is in litigation with the Township

**6.8 Dress Code:**

An employee shall be appropriately dressed according to the nature of his or her job. If a uniform is required, it will be outlined by the department's standard operating procedures. Personnel will dress business casual, with the exception of "dress-down Friday" **weekly and the day before holidays**. The definition of business casual is dress shirts, blouses, Polo shirts with collars or mock turtlenecks, sweaters, sport coats and blazers, cotton slacks, and dresses, capris and tie or slip-on shoes. The definition of dress-down Friday shall include jeans, long shorts, and a blouse/shirt. The following items will be inappropriate for business casual: **blue** denim jeans (~~of any color~~), tee shirts, tank tops, and beach sandals/flip flops. Clothing with printed advertisements or messages is inappropriate at all times.

*Revised Sec. 6.8 - Effective 02/13/18*

**APPENDIX A:**

**HOLIDAYS:**

- A. The following holidays will be paid holidays (except on-call firefighters) for full-time and part-time employees working a minimum of twenty (20) hours per week:
1. New Year's Day
  2. Martin Luther King, Jr. Birthday
  3. Presidents' Day
  4. Memorial Day.
  5. Independence Day.
  6. Floating Holiday.
  7. Labor Day
  8. Veterans' Day
  9. Thanksgiving Day
  10. Day after Thanksgiving
  11. One-half (½) day before Christmas\*
  12. Christmas Day
  13. One-half (½) day before New Year's Day\*
- B. Employees working a minimum of twenty (20) hours per week on a regular basis shall be entitled to receive holiday pay in an amount equal to the percentage of hours they normally work in a forty (40) hour week; i.e., a twenty (20) hour per week employee shall receive fifty percent (50%) of his/her pay for a designated holiday whereas a thirty-two (32) hour per week employee shall receive eighty percent (80%) of his/her pay for a designated holiday, subject to the following provisions:

**APPENDIX A**

*Revised Paragraph B – Effective 10/13/09*

1. The employee must work his or her regularly scheduled workday prior to the holiday and his or her regularly scheduled workday following the holiday or have an excused absence.
2. If the holiday falls within employee's vacation, he or she shall receive an additional day of pay or be given an extra day off with pay.
3. Floating holiday will be assigned by the Township Administration in January.
4. \*Depending how the holidays fall during the work week, the two half days before Christmas and New Years may be combined into one full day off before Christmas by the Township Administration in January.

#### **APPENDIX A**

**APPENDIX B:**

PAID TIME OFF (PTO)

- A. Full-time and part-time employees working a minimum of twenty (20) hours a week (except on-call Fire Department employees) will be granted paid time off (PTO) subject to the regulations contained herein. Other part-time employees are not eligible for PTO benefits.
- B. Employees' use of PTO must be submitted to their Department Head. PTO taken for vacation purposes shall be scheduled in writing in advance with approval from the Department Head prior to being taken. All other PTO must be reported to the Department Head. All PTO time taken must be noted on the employee's time sheet. Staff must enter PTO time taken for vacation purposes on the staff calendar.
- C. Department Heads must ensure appropriate coverage for their Department. When scheduling conflicts occur, employees with greater length of service will be given preference for vacation dates.
- D. PTO will be at the employee's current regular rate of pay.
- E. PTO benefits shall accrue in the following manner:

Days/hours will be granted based on years of service:

0-6 months	<del>0</del> 2 days / 16 hours
6 months – 1 year	14 days / 112 hours
1 year – 5 years	21 days / 168 hours
6 years – 14 years	26 days / 208 hours
15 years +	31 days / 248 hours

~~For 2008, any accrued vacation time that could have been carried over will be allowed to do so and added to the PTO issued at 1/1/08.~~

Any sick time currently accrued will be frozen, and employees may use up that time, under the old sick time guidelines, before having to use their PTO.

**APPENDIX B**

*Revised Title, Paragraphs A,B,D,E - Effective 1/01/08*

*Revised Paragraphs B & C - Effective 10/08/13*

*Revised Paragraph B - Effective: 6/24/14*

- F. ~~Employees working less than 40 hours per week will receive PTO calculated at their Full Time Employee equivalent. Employees working a minimum of twenty (20) hours per week shall be given PTO time in an amount equal to the percentage of hours they normally work in a forty (40) hour week; i.e., a twenty (20) hour per week worker shall receive fifty percent (50%) of the PTO time of an employee working a forty (40) hour week as set forth in Paragraph E based on years of service; whereas, an employee working thirty-two (32) hours per week shall receive eighty percent (80%) of the PTO time of an employee working forty (40) hours per week as set forth in Paragraph E, based on years of service.~~
- G. Employees are eligible to take PTO time when it is earned but not before. PTO will run from calendar year to calendar year. At an employee's anniversary date, the increase in PTO earned will be prorated for the balance of the year.
- H. When taking unscheduled PTO for illness or injury, employees are required to notify their immediate supervisor within one (1) hour of their regular starting time. Illnesses lasting more than 5 calendar days may require a doctor's slip before returning to work. An inordinate use of unscheduled PTO or failure to provide the required notice may subject the employee to discipline.
- I. Total PTO at the beginning of any year cannot exceed 1½ times the annual allotted time. (50% of total days/hours granted can be carried over)
- J. If time off is needed/wanted, and the employee has no PTO in his/her bank, the time off, if approved, will be taken without pay.
- K. If an employee terminates his/her employment with the Township, he/she will be paid for 50% of any accrued PTO.

## APPENDIX B

*Revised Paragraphs F,G,H,I - Effective 01/01/08*

*New Paragraphs J,K - Effective 01/01/08*

*Revised Paragraph F - Effective 03/25/08*

*Revised Paragraph F - Effective 10/13/09*

*New Paragraph H & Relabel Remaining Paragraphs - Effective 06/24/18*