

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

**October 25<sup>th</sup>, 2022**

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

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

**WORK SESSION ITEMS**

4. Township Board Stakeholder Discussion on Oshtemo Housing Study
5. Other Updates & Business

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

**REGULAR SESSION ITEMS – 7:15 P.M.**

6. Consent Agenda
  - a. Approve Minutes, October 11<sup>th</sup> Regular Mtg & October 18<sup>th</sup> Joint Boards Mtg
  - b. Receipts & Disbursements Report
  - c. KVIAA Renewal for Ambulance Services
  - d. Job Descriptions: Park Ranger – Rentals & Construction Site Inspector
  - e. Budget Amendments
7. Discussion on Sanitary Sewer Expansion (Continued)
8. Consideration of Fire Engine Purchase
9. Consideration of 2023 Southwest Michigan Building Authority Budget
10. Consideration of Liquor License Application-Condado Tacos
11. Public Comment
12. Board Member Comments
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](mailto:oshtemo@oshtemo.org)), walk-in visits, or by appointment.
- b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be Board discussion prior to call for a motion. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

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

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

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

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

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

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday, 8:00 a.m. – 5:00 p.m., and on Friday, 8:00 a.m. – 1:00 p.m. 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.

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

<b>Township Department Information</b>			
<b><u>Assessor:</u></b>			
Kristine Biddle	216-5225		<a href="mailto:assessor@oshtemo.org">assessor@oshtemo.org</a>
<b><u>Fire Chief:</u></b>			
Greg McComb	375-0487		<a href="mailto:gmccomb@oshtemo.org">gmccomb@oshtemo.org</a>
<b><u>Ordinance Enforcement:</u></b>			
Rick Suwarsky	216-5227		<a href="mailto:rsuwarsky@oshtemo.org">rsuwarsky@oshtemo.org</a>
<b><u>Parks Director:</u></b>			
Karen High	216-5233		<a href="mailto:khigh@oshtemo.org">khigh@oshtemo.org</a>
Rental Info	216-5224		<a href="mailto:oshtemo@oshtemo.org">oshtemo@oshtemo.org</a>
<b><u>Planning Director:</u></b>			
Iris Lubbert	216-5223		<a href="mailto:ilubbert@oshtemo.org">ilubbert@oshtemo.org</a>
<b><u>Public Works Director:</u></b>			
Anna Horner	216-5228		<a href="mailto:ahorner@oshtemo.org">ahorner@oshtemo.org</a>

## Zoom Instructions for Participants

### Before a videoconference:

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

### To join the videoconference:

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

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this **Meeting ID: 838 0354 9481**

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

### To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **838 0354 9481#**

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



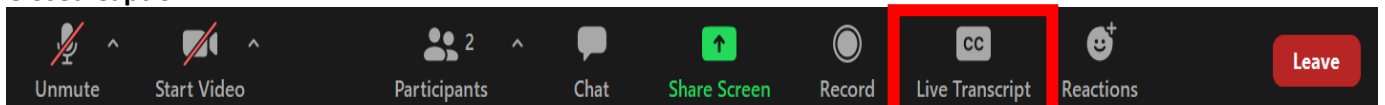
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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”.

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## **KALAMAZOO VALLEY INTERGOVERNMENTAL AMBULANCE AGREEMENT**

This Agreement is made between the KALAMAZOO CHARTER TOWNSHIP, ALAMO TOWNSHIP, COOPER CHARTER TOWNSHIP, the OSHTEMO CHARTER TOWNSHIP, the CITY OF PARCHMENT, the CITY OF KALAMAZOO (hereinafter the “Municipalities”) and Life EMS of Kalamazoo, Inc., a Michigan Corporation (hereinafter “Life EMS”).

**WHEREAS**, in order to provide more responsive, reliable and cost-effective ambulance and other emergency services, the Municipalities requested proposals for an intergovernmental ambulance agreement, seeking a single provider for emergency services for their residents; and

**WHEREAS**, the Municipalities pursuant to the authority granted by 1951 Public Act 35, as amended (being MCL 124.1 et seq.) and 2011 Public Act 258 (being MCL 124.111 et seq.) are interested in sharing oversight responsibilities for the provision of these services; and

**WHEREAS**, Life EMS has presented a signed proposal in response to the request for proposals (RFP) prepared by the Municipalities that fully addresses all issues related to the provision of and payment for ambulance and other emergency services; and

**WHEREAS**, the Municipalities wish to enter into an Agreement with Life EMS, and have designated the proposed agreement as the Kalamazoo Valley Intergovernmental Ambulance Agreement; and

**WHEREAS**, the Municipalities and Life EMS wish to supplement the proposal signed by Life EMS in response to the request for proposals in order to create a binding agreement that describes the obligations and responsibilities that the Municipalities have to each other, and more fully details the obligations and responsibilities of Life EMS to the Municipalities, both collectively and as individual governmental entities.

### **IT IS NOW THEREFORE AGREED AS FOLLOWS:**

1. This Agreement as amended to reflect changes in the; EMS response protocol as adopted by Kalamazoo County Medical Control Authority (KCMCA), required paramedic staffing levels and the ambulance rates (Exhibit A). The RFP signed by Life EMS as submitted via correspondence dated May 29, 2014 from Mark Meijer, President, Life EMS, to Terry Emig, Chief, Cooper Charter Township Fire Department, constitute a single Agreement that shall be known as the Kalamazoo Valley Intergovernmental Ambulance Agreement (KVIAA).

2. All references to the Kalamazoo Valley Intergovernmental Ambulance Agreement and to the local governmental entities in the RFP submitted and signed by Life EMS shall be deemed to refer to all municipalities that are a party to this Agreement, including any other municipality who becomes a party to the Agreement subsequent to the date of its execution, as further described below.

3. Any party to this Agreement, including Life EMS, may terminate its participation by providing 180 days written notice to all other parties at any time after the initial four-year term of this Agreement has expired. This notice, and all other notices under this Agreement, shall be sent to the following persons:

CHARTER TOWNSHIP OF COOPER:	Township Supervisor 1590 West 'D' Avenue Kalamazoo, MI 49009
CHARTER TOWNSHIP OF KALAMAZOO	Township Supervisor 1720 Riverview Kalamazoo, MI 49004
CHARTER TOWNSHIP OF OSHTEMO:	Township Supervisor 7275 W. Main St. Kalamazoo, MI 49009
CITY OF PARCHMENT:	Office of the City Manager 650 S. Riverview Parchment, MI 49004
CITY OF KALAMAZOO:	Office of the City Manager 241 W. South St. Kalamazoo, MI 49007
TOWNSHIP OF ALAMO	Township Supervisor 7901 North 6 <sup>th</sup> Street Kalamazoo, MI 49009
LIFE EMS	LIFE EMS Mark Meijer 517 W. North St. Kalamazoo, MI 49007

4. Approval must be obtained from each municipality that is a signatory to this Agreement and from Life EMS before any other governmental unit can become a party to this Agreement. Any municipality that becomes a party to this Agreement after its effective date shall be an equal partner and shall have the same status under its terms as those municipalities that are initial signatories.

5. Any modification in the terms of this Agreement, including fees, must be approved by Life EMS and by three-fourths of the municipalities who are at that time a party to this Agreement.

6. In the event of a conflict between this Agreement and the RFP signed by Life EMS, the terms of this Agreement shall control.

7. It is understood and agreed that the KVIAA oversight Board, as referenced in the RFP, is an oversight body only, and its members have no authority to bind any party to this Agreement.

8. The KVIAA Oversight Board has the authority to make recommendations to the Municipalities then participating in this Agreement that a default be declared, as provided for in the RFP. A formal notice of default shall be sent to Life EMS if approved by the appropriate official or body of at least three-fourths of the Municipalities that are parties to this Agreement at that time.

9. Any local ordinance referenced in the RFP signed by Life EMS that is specific to any one municipality shall be applicable only to that municipality, and shall not be in any way binding upon the other Municipalities that are a party to this Agreement.

10. Because response times to calls for the services provided by Life EMS is a critical component of this Agreement, the performance measures and penalties for failure to meet those measures are set forth in Exhibit A to this Agreement.

11. This Agreement may be executed in six or more counterparts, each of which shall be deemed to be an original when signed by the duly authorized representative of any party. While each such document shall be deemed to be an original, all such documents together shall constitute one and the same Agreement.

KALAMAZOO CHARTER TOWNSHIP

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

COOPER CHARTER TOWNSHIP

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

OSHTEMO CHARTER TOWNSHIP

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

CITY OF PARCHMENT

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

CITY OF KALAMAZOO

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

ALAMO TOWNSHIP

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

LIFE EMS OF KALAMAZOO, INC.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_



## 2020 Exhibit A to the Kalamazoo Valley Intergovernmental Ambulance Agreement

### Calculation, Notification, and Distribution of Penalties and Payments from KVIAA Contract

- I. **Response Times:** Penalties and breeches are based on Kalamazoo County Medical Control Authority (KCMCA) response time directives. Changes may be implemented by a joint recommendation from KCMCA, the KVIAA oversight board, and the contracted agency. The legacy KCMCA response time standards are listed below for reference.

	Zone 1		Zone 2	
Priority	Time Interval	Compliance	Time Interval	Compliance
<b>1</b>	≤ 10:00	≥ 90%	≤ 14:00	≥ 90%
<b>2</b>	≤ 14:00	≥ 90%	≤ 16:00	≥ 90%
<b>3</b>	≤ 20:00	≥ 90%	≤ 20:00	≥ 90%

- The time the responding unit is notified will be used to evaluate the response time interval.
- The Advanced Life Support Unit response time target begins upon the time the unit is notified by the EMD.
- The Advanced Life Support Unit response time target ends upon arrival of the Advanced Life Support Unit to the physical address or staged location.

II. **Emergency Medical Call Processing Time Targets:**

	Time Interval	Compliance
<b>PSAP notified to time EMD notified</b>	≤ 60 seconds	≥ 90%
<b>EMD notified to time unit notified</b>	≤ 120 seconds	≥ 90%
<b>Unit notified to time PSAP notified*</b>	≤ 15 seconds	≥ 90%

- PSAP notified – Time that PSAP picks up the call
- EMD notified – Time that EMD picks up the call
- Unit notified – Time that the EMD assigns a call to an ambulance
- \*For calls initially received by EMD

III. **Penalties and Breaches:** The KVIAA contract describes the following penalties and breeches.

**A. Per call penalty Zone 1 and Zone 2:**

- a. \$15 for each Priority I or II response exceeding KCMCA standards or turned over to a non-contracted agency.

**B. Breaches Zone 1:**

**a. Minor:**

- i. Priority I \$350.00 for each aggregate percentage point below 90% in any given calendar month within a range of 85%-89%.
- ii. Priority II \$125.00 for each aggregate percentage point below 90% in any given calendar month period within a range of 85%-89%.

**b. Major:**

- i. Priority I \$500.00 for each aggregate percentage point below 85% in any given calendar month.
- ii. Priority II \$300.00 for each aggregate percentage point below 85% in any given calendar month.

**C. Breaches Zone 2:**

**a. Minor:**

- i. Priority I \$350.00 for each aggregate percentage point below 90% in any given calendar quarter within a range of 85%-89%.
- ii. Priority II \$125.00 for each aggregate percentage point below 90% in any given calendar year within a range of 85-89%.

**b. Major:**

- i. Priority I \$500.00 for each aggregate percentage point below 85% in any given calendar quarter.
- ii. Priority II \$300.00 for each aggregate percentage point below 85% in any given calendar year.

**IV. Response Zones:** The revised response zones have been changes from Metropolitan and Non-Metropolitan to Zone 1 and Zone 2. The new KVIAA zones are based upon recommendations from KCMCA and are subject to change by a joint recommendation among the KVIAA oversight board, KCMCA, and the contracted provider. The current 2018 accepted response zones are:

Zone 1	Zone 2
City of Galesburg	Alamo Township
City of Kalamazoo	Brady Township
City of Parchment	Charleston Township
City of Portage	Climax Township (and Village of Climax)
Comstock Township	Cooper Township (D Avenue and North)
Cooper Township (D Avenue and South)	Pavilion Township
Kalamazoo Township	Prairie Ronde Township
Oshtemo Township	Richland Township (and Village of Richland)
Schoolcraft Township (W Avenue and North)	Ross Township
Texas Township	Schoolcraft Township (W Avenue and South)
Village of Schoolcraft	Village of Augusta
Village of Vicksburg	Wakeshma Township

**V. Calculation of Penalties:**

**A. Per call penalties:** Shall be calculated for priority 1 – Zone 1, and Zone 2 calls, and priority 2 Zone 1 and Zone 2 calls as described in the following example:

Total Priority 1 Requests for Zone 1 Jurisdiction “x”	100
Completed responses that met 10 minutes 0 seconds	86
Responses that exceeded 10 minutes 0 seconds	12
Calls turned over to non-contracted agency	2

Total calls with response delay or turn over	14
Number of calls subject to \$15 per call assessment	14
Monthly per call assessment paid to jurisdiction "x"	\$210.00

B. **Breach penalties:** Shall be calculated for priority 1 and 2 - Zone 1 and Zone 2 based on aggregate data from a fractile report over time intervals noted in section IIB and IIC of this document. KVIAA responses of the same priority from all jurisdictions will be combined together to determine an overall percentage of compliance as demonstrated below:

Aggregate													
Zone 1													
Priority 1													
0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-16 Min	16-18 Min	18-20 Min	Mutual Aid	Requested Exceptions	TOTAL	Compliant
20	100	205	155	20	5	0	0	0	0	5	0	510	98%
												Threshold	90%
Priority 2													
0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-16 Min	16-18 Min	18-20 Min	Mutual Aid	Requested Exceptions	TOTAL	Compliant
20	30	90	55	30	15	4	6	2	0	8	0	260	94%
												Threshold	90%
Zone 2													
Priority 1													
0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-16 Min	16-18 Min	18-20 Min	Mutual Aid	Requested Exceptions	TOTAL	Compliant
0	0	0	0	4	6	7	2	1	0	1	0	21	81%
												Threshold	90%
Priority 2													
0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-16 Min	16-18 Min	18-20 Min	Mutual Aid	Requested Exceptions	TOTAL	Compliant
0	0	0	0	4	8	6	6	2	0	1	0	27	89%
												Threshold	90%

C. **Calculating of Percentage Performance:** Shall be rounded up or down to the nearest whole percentage point utilizing conventional methods. For the example above:

- a. Priority 1 – Zone 1: 510 (responses that met standard) / 510 (total responses including mutual aid requests) = 98.039. This number is rounded **down** to 98% compliance.
- b. Priority 1 – Zone 2: 17 (responses that met standard) / 21 (total responses including mutual aid requests) = 80.952. This number is rounded **up** to 81%.

D. **Exemptions:** The KVIAA and contracted agency recognize that there are instances where response delays are unavoidable. In such cases an exemption will be requested by the contracted agency with supporting documentation and presented to the KVIAA oversight board at the regular operations summary meetings. Approved exemptions will NOT count against the contracted agency in the calculation of response time performance or penalties. Acceptable exemption examples include the following:

- a. Severe weather delay
- b. Construction delay
- c. Multiple calls same time frame same, jurisdiction, not allowing for system recovery

- d. System overload that overwhelms planned and full staffing
- e. Mass Casualty Incidents (MCI)
- f. Diversion to higher priority call

**VI. Communication of Penalties and Distribution of Payment:**

- A. Penalties will be evaluated by the contractor on a quarterly/yearly basis (section III) utilizing an aggregate fractile report to determine total penalty amounts.
- B. A quarterly email containing a summary of per call penalties listed by KVIAA jurisdiction and any breaches in service will be sent ahead of payment distribution by the contracted agency to the appointed board representative from each municipality and the City of Kalamazoo Purchasing Manager.
- C. The contractor shall distribute payment in the form of a single check for the total amount of all applicable penalties for the quarter made payable to the City of Kalamazoo and directed to the City of Kalamazoo Public Safety Department, Attention: Assistant Chief Tibbets (or his successor) at **150 E. Crosstown Parkway, Ste. A, Kalamazoo, MI 49007**.
- D. The summary and payment will be sent no later than **90 days** from the close of the reported on quarter.
- E. The Kalamazoo Public Safety Department Assistant Chief, or their designee, will direct per call penalty amounts to specified accounts to the KVIAA jurisdiction in which they occurred.
- F. Breach penalties will be directed at the discretion of the KVIAA oversight board by the Kalamazoo Public Safety Department Assistant Chief or their designee.

Paramedic Staffing (Section III, Subsection B, paragraph 6 of RFP)

The KVIAA participating local governments believe that two, well-qualified paramedics best serve critical patients. Due to the current national shortage of paramedics, the KVIAA participating local governments agree to allow for up to 40% of scheduled unit hours to be staffed with a single, highly experienced and qualified paramedic and an EMT. Therefore, the Contractor shall assure that at least 60% of all scheduled unit hours be staffed by two paramedics. The exception from the previously agreed upon unit hour staffing of 70% paramedic, 30% EMT shall be valid for the contract renewal period of November 1, 2022-October 31, 2024. Proof of staffing the configuration may be requested and/or audited by KVIAA during periodic reporting.

## **Life EMS Ambulance Summary for new Kalamazoo County Fee Schedule Effective January 1, 2020**

Life EMS Ambulance is proposing new service delivery rates (as noted below) for both transport and non-transport pre-hospital work with a target implementation date of Jan 1, 2020. There are three primary driving forces guiding the rate adjustments which include the rising costs to do business (payroll, fuel, supplies, health insurance, etc), adjustments to private insurance company ambulance reimbursement rates (BCBS, BCN, Priority Health, Etc.) and future work / reimbursement models associated with ET3 and Tandem 365 (both detailed below). Life EMS believes our ambulance rates are industry competitive and cost effective, reflecting appropriate and modest adjustments that will allow us to remain responsive to the needs of our communities.

1. Emergency Triage, Treat and Transport (ET3) is a voluntary, five year model, Pilot program proposed by the Center for Medicare and Medicaid Innovations (CMMI) that will provide ambulance companies the opportunity to receive some level of reimbursement for alternate destination (non-emergency department) transports as well as non-traditional treat on scene / non-transport instances. The five-year payment model is intended to provide greater flexibility to ambulance care teams to address emergency health care needs of Medicare Fee-For Service (FFS) beneficiaries following a 911 call. Life EMS is providing a letter of interest to have both its Central (Kent /Ottawa) and South (Kalamazoo / Allegan / Van Buren) operations participate in the pilot program. Deliverables for the project include the formation of community partnerships among Medicare-enrolled qualified health care providers that can offer alternative destinations or telehealth services. Applications for the program must be received by September 19, 2019.
2. Tandem 365 is a collaborative venture assisting hospitals, doctors, family members and individuals in need of healthcare services not traditionally provided. A unique and on-going special study through the State of Michigan Department of Health and Human Services, the company (of which Life EMS is a part-owner) provides persons with little or no social support, who are 55 and older, assistance in managing their medically complex health issues. Tandem's goals are to decrease emergency room visits, decrease specialty / outpatient visits, deliver comprehensive cost-effective care and improve the quality of life of program participants all while reducing overall healthcare dollar expenditure with high system users. The organization has current reimbursement partnerships with Priority Health and Blue Care Network, has been in operation in Kent County for four years and has over 1,000 program participants. Life EMS is planning to launch the Tandem 365 program in our Kalamazoo County market early fall, 2019.

While reimbursement for Both Tandem 365 and ET3 programs will be very different, their operational structures are nearly parallel and complement each other well. This operational similarity will ensure a common procedural knowledge base among both traditional pre-hospital EMS crews and specialized Integrated Care Paramedics (ICP's). We believe that both programs will allow Life EMS Ambulance to remain an industry leader while providing the communities we serve with a unique and cost-effective method to access healthcare resources well into the future.

# Life E.M.S., Inc. – Kalamazoo Division

## BASE RATES:

### Prehospital Care and Transportation Rates Effective November 1, 2022

Non Emergency (No ALS services) (PHYSICIAN AUTHORIZATION REQUIRED.)	\$529.00
ALS Non Emergency (PHYSICIAN AUTHORIZATION REQUIRED.)	\$829.00
Emergency (No ALS services)	\$789.00
ALS-1 Emergency	\$949.00
ALS 2 Emergency	\$1,079.00
SCT	\$1,149.00
On Scene Treatment-NO TRANSPORT	\$599.00
ALS Assessment/No Transport	\$499.00
Lift Assist/Patient Assist/Extra Bariatric Personnel	\$179.00
Bariatric Service (in addition to standard base rate)	\$599.00
Special Equipment/Handling/Haz Mat	\$99.00 +
Treatment/Waiting Time After 30 Minutes per 15 Minute Increments	\$59.00
Neo Non Emergency	\$1,149.00
Neo Emergency	\$1,149.00
<b><u>Mileage</u></b> (Divided by number of patients: Loaded miles only):	
Mileage	\$21.00/mile

# Memorandum

**Date:** 25 October 2022  
**To:** Oshtemo Charter Township Board Sara Feister,  
**From:** HR/Benefit Coordinator  
**Subject:** Park Ranger - Rentals, Job Description

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## **Objective**

Requesting Board consideration to approve the proposed Park Ranger for rentals job description, and reallocation of 2022 budget dollars should person recruited start before end of 2022.

## **Background**

The Board discussed and reached consensus approval for the Park Ranger position, which is now proposed in the 2023 budget. This description was prepared so we can begin recruiting. Also, the 2022 budget allows for recruiting to start this year, since the recent changes in Maintenance Department staffing (retirement/promotion) allow some 2022 budget dollars. The Maintenance Department Head recommends moving forward with this hire as priority for the Department operations.

Total annual compensation for this position with benefits is approximately \$13,000 for the part time hourly position.

## **Attachments**

- Park Ranger Job Description

## **CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION**

**Position Title:**        **PARK RANGER - RENTALS**

**General Summary:**

Under the direction of the Maintenance Director, performs a variety of duties in the Township Hall/Office building, Township Parks, Oshtemo Community Center, Grange Hall, and Drake Farmstead property.

**Physical Requirements:**

The physical demands described hereafter are representative of those that must be met by an employee to successfully perform the essential functions of this general maintenance position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, climb and hear; use hands to finger, handle and operate tools, objects, or controls. The employee is required to climb stairs, stoop, kneel and crouch. The employee must have the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sizes,

**Typical Responsibilities:**

- Meet with renters before and after their facility rental. Includes unlocking the venue, reviewing maintenance requirements, inspecting after each rental, relocking. May involve some janitorial tasks.
- Inspect, and clean, if necessary, between weekend pavilion rentals at FF and OTP. (This would mostly occur in summer.)
- Pick up litter at rental facilities at FF, OTP, and Drake Farmstead Park (DFP).
- Assist with weekend events sponsored by Oshtemo Friends of the Parks (4 x per year).
- Have a checklist and report maintenance issues at each facility
- When time permits, perform miscellaneous maintenance tasks 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.

**Employment Qualifications:**

**DRIVERS LICENSE REQUIREMENT:** Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.)

**EDUCATION:** High school graduate or equivalent

**EXPERIENCE:** Must have good general mechanical ability and knowledge.



# Memorandum

**Date:** 25 October 2022  
**To:** Oshtemo Charter Township Board  
**From:** Sara Feister, HR/Benefit Coordinator  
**Subject:** Construction Site Inspector Job Description

---



## **Objective**

Requesting Board consideration to approve the proposed Construction Site Inspector job description.

## **Background**

The Board consensus in September was to recommend the addition of a Construction Site Inspector position in the 2023 proposed budget. Following that consensus, and with work of the Planning Director, the recommendation is to adopt the job description for the Construction Site Inspector. The intention is to begin recruiting for the position sometime after the Board adopts the 2023 budget, and for the successful candidate to start work in 2023.

The total compensation (wage and benefits) for the position is estimated at \$77,000.

## **Attachments**

- Construction Site Inspector Job Description

**CHARTER TOWNSHIP OF OSHTEMO**  
**POSITION DESCRIPTION**

**Position Title: CONSTRUCTION SITE INSPECTOR**

**General Summary:**

The Construction Site Inspector oversees land development projects. The Planning Department is responsible for guiding, directing, and reviewing land use development activities. Under the direct supervision of the Planning Director, and general direction of the Township Supervisor, this position performs field investigations and ensures compliance of approved plans for all active private development.

**Essential Functions:**

- Oversee active development in Oshtemo Township
- Observing underground public utility installation to ensure compliance with plans, permits, and specifications.
- Complete pre and post pour inspections for public sidewalk installation.
- Ensure construction is following any local, state or federal requirements and safe practices within public Right of way per OSHA standards.
- Calculate dimensions, square footage, profile and component specifications, and material quantities using a calculator or computer.
- Analyze site conditions and document findings with reports, design maps, graphs, and diagrams
- Prepare reports and document project activities for any field site visits
- Confer with external project supervisor(s) to determine project details, such as work schedule, acceptance testing, changes in approved plans and evaluation of field conditions
- Evaluate materials testing methods and reports applying engineering knowledge
- Perform manual labor such as bending, digging with a hand shovel, carrying equipment, stakes, and other items that may be heavy (between 5 and up to 50 lbs.) daily
- Serve as primary communication between property owners and/or owners' representative and Department Heads
- Occasionally maybe asked to present in front of group.
- Confirm necessary conditions of approval are met prior to issuance of building permits or occupancy permits and manage project files
- Coordinate with Southwest Michigan Building Authority on project status

**Required Skills & Behaviors:**

- Ability to organize, schedule work and complete work assignments within established timelines
- Strong written and verbal communication skills
- Broad computer knowledge in particular Microsoft Office products
- Customer service and detailed oriented
- The most successful candidate will possess highly effective communication skills, conflict resolution abilities and passion for ensuring the communities best interests are at the forefront of all decisions.

**Knowledge of:**

- Governmental policies and procedures;
- Construction techniques and practices;
- Material properties and placement practices for Portland Cement Concrete;
- Material properties and placement practices for Hot Mixed Asphalt;
- Stormwater Management and Soil Erosion and Sedimentation Control measures;

- Site grading and interpreting elevations

**Required Education/Experience:**

- Assist in conducting progress meetings.
- Minimum 2+ Year Standard concepts in site development and construction
- A high school diploma or its equivalent
- Self-Managing workload and prioritizing tasks with multiple deadlines

**Physical Requirements:**

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 job. Reasonable accommodations may be made upon request to enable an individual with a disability to perform these essential job functions.

The employee must be able to drive to visit properties and project sites within the Township. Property visits will be required to assist in evaluating development projects, site design, water run-off, water retention, compliance with construction plans and design, etc. While on site the employee must be able to traverse rough terrain to complete on-site inspections and bend and lift to inspect conditions and report as necessary. Weather conditions may vary.

The ability to operate a computer, copy machine, and answer the telephone is required.

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

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**Budget Amendment Requests**

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Explanation of Request	Previously Discussed	Within Apprvd Budget
			GL Number	Description	Amount	GL Number	Description	Amount			
10/19/2022	Fountain	General	101-218-97400	Capital Outlay	\$ 4,000.00	101-218-97400	Capital Outlay	\$ 4,000.00	Quote for security cameras replacement (4) and increase (4). Funds are available within the GL number to cover the cost. This adds to \$12k Board previously approved, due to cost increase.	Yes	Yes
			<b>Total</b>		\$ 4,000.00	<b>Total</b>		\$ 4,000.00			

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Explanation of Request	Previously Discussed	Within Apprvd Budget
			GL Number	Description	Amount	GL Number	Description	Amount			
10/19/2022	Fountain	General	107-756-85300	Telephone Services	\$ 800.00	107-001-40100	Carryover	\$ 800.00	Phone service rates increase.	Yes	No
			<b>Total</b>		\$ 800.00	<b>Total</b>		\$ 800.00			

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Explanation of Request	Previously Discussed	Within Apprvd Budget
			GL Number	Description	Amount	GL Number	Description	Amount			
10/19/2022	Fountain	Parks	107-756-92000	Water	\$ 300.00	107-001-40100	Carryover	\$ 300.00	Possible water leak or defective meter in the parks.	No	No
			<b>Total</b>		\$ 300.00	<b>Total</b>		\$ 300.00			

Grand Total	\$ 5,100.00
Total Added to Budget (Projects not completed/not spent in 2021)	\$ 1,100.00
<b>Total Not Previously Discussed with TB</b>	<b>\$ 300.00</b>

REVIEW DATE

10/21/2022

SIGNATURE



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# EV+ EMERGENCY VEHICLES PLUS

Chief Greg McComb  
Charter Township of Oshtemo  
Fire Department  
7275 W Main Street  
Kalamazoo, MI 49009

*Supervisor Note 10.21.22: Fire Chief recommendation is to purchase this vehicle from vendor Rosebauer. Additional FD memo will be provided later, and added to Board packet.*

RE: Rosenbauer Custom Fire Pumper

Thank you for your interest in Emergency Vehicles Plus and Rosenbauer America. We are pleased to present this proposal in accordance with the accompanied specifications to Oshtemo Charter Township Fire Department as follows:

(1) Rosenbauer Custom Commander EXT Pumper: **\$1,034,888.00**

Emergency Vehicles Plus is happy to offer a 1% discount if the unit is purchased through Sourcewell Cooperative purchasing. This discount of \$10,330.00 reduces the proposal price to **\$1,024,558.**

Additional prepayment discounts are available on page two of this proposal.

Delivery of this unit will be 600 days from the submission of the customer approved production specifications. Due to the current global conditions, delays due to supply chain will not result in penalties assessed against Emergency Vehicles Plus or Rosenbauer America.

Price also includes preconstruction conference, final inspection, pre-delivery inspection at EV+ and apparatus familiarization at the fire department.

This proposal will expire in 30 days. This expiration date may be extended in writing at the discretion of the company. Please contact me at 517-749-3899 with questions.

*Bill Sedlacek*

**Date: October 7, 2022**

Bill Sedlacek  
Fire Apparatus Sales Manager  
Emergency Vehicles Plus



### PRE-PAYMENT OPTIONS

Below are optional discounts available. These options can substantially reduce the cost of the total proposal. The following discounts are per unit.

#### 100% PRE-PAYMENT

- Discount of \$42,587.00

#### 75% PRE-PAYMENT

- Discount of \$31,180.00

#### 50% PRE-PAYMENT

- Discount of \$19,775.00

Payment for the pre-payment options above are due 15 days after contract signing.

#### CHASSIS PRE-PAYMENT

- Discount for chassis only pre-payment: \$15,137.00

Chassis only pre-payment will be due upon chassis completion (about 180 days from contract signing).





# Southwest Michigan Building Authority

## Requested Budget for Fiscal Year 2023

January 1, 2023 to December 31, 2023

Approval History		
	Date Approved	Record of Vote
SMBA Board		
Cooper Township Board		
Oshtemo Township Board		

Budget Timeline		
Date	Item	Status
2022-10-27	Requested Budget Presented to SMBA Board	Pending
2022-11-14	Budget Presented to Cooper Township Board	Pending
2022-10-25	Budget Presented to Oshtemo Township Board	Pending
2022-11-17	Budget Adopted by SMBA Board	Pending

**Our Mission:**

*To provide our customers with professional, prompt, and fiscally responsible services for building permitting, inspections, and code enforcement.*

# Office Manager's Letter

It is my pleasure to present for your consideration the draft budget for the 2023 fiscal year. There are a few items of note to which I would like to bring the Board's attention:

## **Salaries (569-273-70200)**

In accordance with adopted policy, salary adjustments for staff cannot be calculated until the following three items have been completed: (1) Social Security Administration Cost of Living Adjustment has been published, (2) State of Michigan Tax Commission Inflation Rate Multiplier has been published, and (3) employee performance evaluations have been completed and tabulated. Due to the timing of these items, it is frequently not possible to obtain the actual salary adjustments prior to the approval of the budget. Therefore, the numbers used in this requested budget reflect a best-guess estimate using all available information at the time of submission. A budget amendment will be requested once the salary adjustment recommendations are able to be finalized. It should also be noted that this will also have a trickle-down effect on the following:

1. Payroll Taxes – FICA (569-273-71005)
2. Pension Plan (569-273-71009)

## **Use of Estimated Values**

Certain other expenses which will be incurred by the Authority in the coming fiscal year will not be concretely known until after the budget must be adopted. In these cases, the footnotes describe the estimated cost or increase which is based on all available information at the time of submission, analysis of historical trends, and input from third-party representatives. These expense items include but are not specifically limited to:

1. Health Insurance (569-273-71002)
2. Disability / Life Insurance (569-273-71003)
3. Work Comp Insurance (569-273-71004)
4. In Lieu of Insurance (569-273-71101)
5. General Insurance (569-273-72900)

## **Executive Summary**

The 2023 requested budget represents a net decrease in estimated revenues from the 2022 amended budget, and a net decrease in appropriations from the 2022 amended budget. The requested budget results in an estimated surplus of approximately \$4,200. The beginning fund balance for 2023 is projected to be \$791,175. The ending fund balance is projected to be \$795,459. The fund balance meets expenses for permits which have not been completed by the close of the fiscal year and may also be used for investments, capital improvements, etc.

Respectfully submitted,



Kyle Gibson  
Office Manager  
Southwest Michigan Building Authority

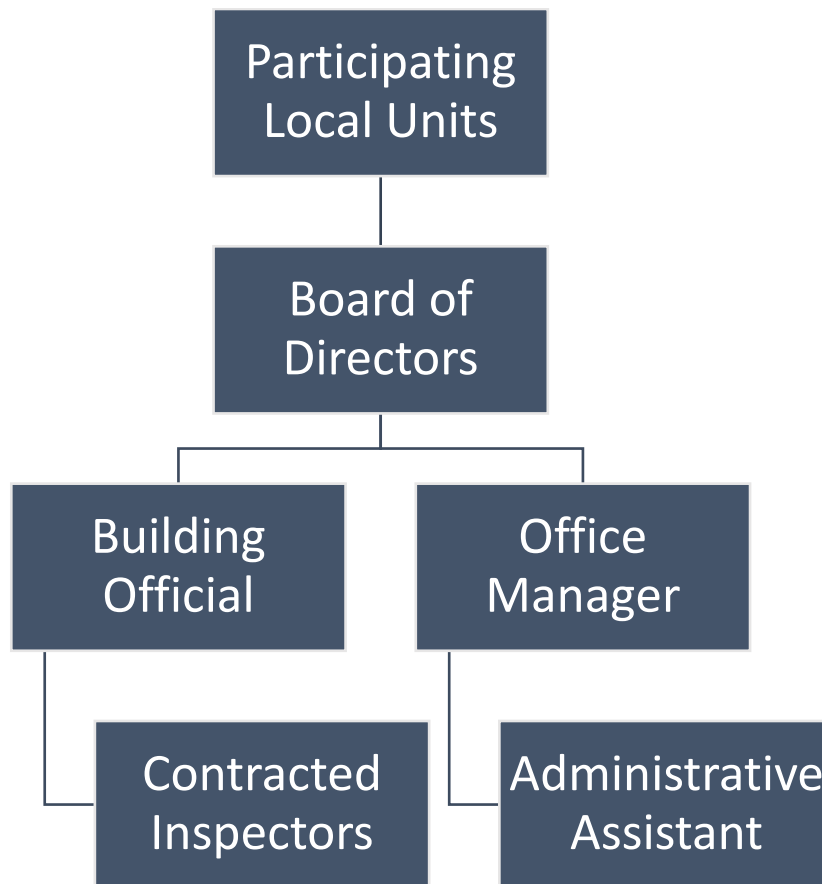
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## Authority Board of Directors

Name	Position	Representing
Dusty Farmer	Chairperson	Oshtemo Township
Carol DeHaan	Treasurer	Cooper Township
Cheri Bell	Member	Oshtemo Township
Jeff Sorensen	Member	Cooper Township
Larry Stehouwer	Citizen Member At Large	Resident of Cooper Township

## Organizational Chart



# Fund Information

## **569 – Building Authority Fund (Enterprise Fund)**

“The Building Authority Fund is used in counties, cities, and urban townships to account for the operation of public facilities by a building authority board established under the authority of 1948 PA 31, MCL 123.951 to MCL 123.965. The Michigan Department of Treasury requires this fund in those units that establish a building authority to operate public facilities. If a building authority is established to issue debt and construct facilities, without continuing operation, the appropriate Debt Service and Capital Project Funds must be established rather than this fund. The cash and investments of the Building Authority Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment account.”

The Authority only uses this single fund due to the small size of the entity.

(Text Source: *Michigan Department of Treasury Uniform Chart of Accounts for Local Units of Government*, Version 202011)

# Activity (Department) Information

## **000 – A&L, Balance Sheet Accounts**

For funds that do not need detailed activity information, the activity number can be replaced with three zeros. The Authority has elected to use this activity number for Asset & Liability / Balance sheet accounts that are not associated with expense activity or revenue per the Uniform Chart of Accounts.

## **272 – Revenue Accounts**

This activity number is listed in the Uniform Chart of Accounts as “Open”, meaning that it can be used by the local unit of government as that unit sees fit within the overall category of the activity code. The Authority has elected to utilize this activity number to differentiate between revenue and expense activity.

## **273 – Building Authority Activity (Department)**

“This Activity Number is found in the General Fund of local units of government and/or in the records maintained by a statutory building authority. Its use is mandatory for each building authority and by each unit making payments to such an authority. It reflects rental or lease payments made by a local unit to the authority. At the authority, it reflects administrative and operating expenditures, debt payments, and other applicable expenditures. It may also reflect revenue, such as rental or lease income, interest earned, etc.”

(Text Source: *Michigan Department of Treasury Uniform Chart of Accounts for Local Units of Government*, Version 202011)

# Estimated Revenues

## Department 000 – Asset & Liability, Balance Sheet Accounts

GL Number	Description	2021 Amended Budget	2022 Activity Through 10/6/2022	2022 Amended Budget	2023 Requested Budget	2023 Requested Amt Change <sup>1</sup>	2023 Requested % Change <sup>2</sup>
569-000-99999	Carryover	0	0	0	0	0	0.00
<b>Totals for Department 000</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>

<sup>1</sup> Calculation: 2023 Requested Budget – 2022 Amended Budget

<sup>2</sup> Calculation: (2023 Requested Budget – 2022 Amended Budget) / 2022 Amended Budget

**Department 272 – Revenue Accounts**

GL Number	Description	2021 Amended Budget	2022 Activity Through 10/6/2022	2022 Amended Budget	2023 Requested Budget	2023 Requested Amt Change	2023 Requested % Change
569-272-49100	Building Permits	285,000	160,794	200,000	210,000	10,000	5.00
569-272-49200	Electrical Permits	55,000	33,709	50,000	50,000	0	0.00
569-272-49300	Mechanical Permits	55,000	43,826	50,000	55,000	5,000	10.00
569-272-49400	Plumbing Permits	30,000	17,722	25,000	25,000	0	0.00
569-272-49500	Annual Permits	0	500	0	5,000	5,000	0.00
569-272-60701	FOIA Fees	200	286	500	500	0	0.00
Subscription FOIA Revenue					200		
569-272-62600	Building Services to Others	0	0	0	0	0	0.00
569-272-62701	Building Inspections	95,000	48,180	85,000	60,000	(25,000)	(29.41)
569-272-62702	Electrical Inspections	43,000	34,250	40,000	40,000	0	0.00
569-272-62703	Mechanical Inspections	46,000	37,050	45,000	45,000	0	0.00
569-272-62704	Plumbing Inspections	36,000	25,550	35,000	35,000	0	0.00
569-272-63000	Plan Review	75,000	24,437	70,000	35,000	(35,000)	(50.00)
569-272-66300	Bond Forfeitures and Bond Costs	0	0	0	0	0	0.00
569-272-66500	Interest on Investments	2,000	976	1,100	1,300	200	18.18
Mercantile Checking					800		
Advia CD					500		
GL # FOOTNOTE TOTAL:					1,300		
569-272-67300	Gain/Loss on Sale of Assets	0	0	0	0	0	0.00
569-272-67500	Miscellaneous	3,215	(301)	1,100	500	(600)	(54.55)
<b>Totals for Department 272</b>		<b>725,415</b>	<b>426,979</b>	<b>602,700</b>	<b>562,300</b>	<b>(40,400)</b>	<b>(6.70)</b>

**Total Estimated Revenues**

	2021 Amended Budget	2022 Activity Through 10/6/2022	2022 Amended Budget	2023 Requested Budget	2023 Requested Amt Change	2023 Requested % Change
<b>Totals Estimated Revenues</b>	<b>725,415</b>	<b>426,979</b>	<b>602,700</b>	<b>562,300</b>	<b>(40,400)</b>	<b>(6.70)</b>

# Estimated Appropriations

## Department 273 – Building Authority Expense Activity

GL Number	Description	2021 Amended Budget	2022 Activity Through 10/6/2022	2022 Amended Budget	2023 Requested Budget	2023 Requested Amt Change	2023 Requested % Change
569-273-70200	Salaries	162,508	137,610	181,814	194,000	12,186	6.70
	Building Official (Salaried)				88,428		
	Office Manager (Hourly, 37 FT, Budget 40 Hrs)				57,633		
	Administrative Assistant (Hourly, 37 FT, Budget 40 Hrs)				47,272		
	Hourly Employee Overtime (Sum of 5 hours @ OT rate / employee)				400		
	GL # FOOTNOTE TOTAL:				193,732		
569-273-70203	Building Board of Appeals	0	0	0	0	0	0.00
569-273-70204	Board Member At Large Stipend	390	270	360	360	0	0.00
	\$30 * 12				360		
569-273-71002	Health Insurance	43,000	45,791	51,000	56,000	5,000	9.80
	Blue Cross Blue Shield (Est. 10% Increase = 4,644 / month)				56,000		
569-273-71003	Disability / Life Insurance	1,885	1,731	2,160	2,350	190	8.80
	Sun Life (Est. 5% Increase = \$192 / month)				2,350		
569-273-71004	Work Comp Insurance	2,500	1,395	2,200	1,200	(1,000)	(45.45)
	Workers Compensation				1,200		
569-273-71005	Payroll Taxes - FICA	12,432	10,540	13,464	14,841	1,377	10.23
	SocSec (6.2%) + Medicare (1.45%) = 7.65% of Salaries				14,841		
569-273-71006	HSA	7,300	7,257	7,270	7,060	(210)	(2.89)
	\$3500 Employer HSA Contribution per Employee				7,000		
	HealthEquity Admin Fees (\$2.50 PAPM = \$2.50 * 2 * 12 = \$60)				60		
	GL # FOOTNOTE TOTAL:				7,060		
569-273-71009	Pension Plan	15,200	12,295	14,080	15,520	1,440	10.23
	4% Employer Contribution + up to 4% Employer Match = 8% of Salaries				15,520		
569-273-71101	In Lieu of Insurance	3,390	4,167	5,420	5,565	145	2.68
	Office Manager (Est. 5% Increase = \$5565)				5,565		
569-273-71102	Clothing Allowance	1,500	264	1,500	1,500	0	0.00



GL Number	Description	2021 Amended Budget	2022 Activity Through 10/6/2022	2022 Amended Budget	2023 Requested Budget	2023 Requested Amt Change	2023 Requested % Change
\$500 Per Employee					1,500		
569-273-71103	Education / Membership Dues	4,000	3,535	4,000	4,000	0	0.00
Metro Building Inspectors Association Membership					130		
Code Officials Conference of Michigan (COCM) Membership, Spring + Fall Conference					515		
Home Builders Association of SW MI (HBA) Dues					615		
Treasurer's Bond					150		
SHRM Annual Membership - Kyle Gibson					219		
MADCAD Code Library Access through NMCOA					900		
Outreach					1,000		
GL # FOOTNOTE TOTAL:					3,529		
569-273-72700	Supplies	4,500	2,297	4,500	4,000	(500)	(11.11)
569-273-72800	Postage / Shipping	3,100	2,319	2,750	2,000	(750)	(27.27)
Postage for Expired Permit Notices, Checks, General Correspondence					2,000		
569-273-72900	General Insurance	9,000	8,818	9,400	10,500	1,100	11.70
Package Premium (General Liability, Errors and Omissions, Inland Marine, Electronic Data Processing, Auto Liability, Boiler and Machinery, Crime Coverage, Bond Coverage, Umbrella)					10,500		
569-273-80100	Building Inspector	10,000	7,800	10,000	8,000	(2,000)	(20.00)
Back-up for Building Official (\$50 * 20 PTO Days * 8 Inspections/Day).					8,000		
569-273-80200	Electrical Inspector	46,000	32,200	40,000	40,000	0	0.00
569-273-80300	Mechanical Inspector	45,000	32,650	45,000	40,000	(5,000)	(11.11)
569-273-80400	Plumbing Inspector	35,000	22,100	35,000	30,000	(5,000)	(14.29)
569-273-80500	Plan Review	62,000	39,467	70,000	30,000	(40,000)	(57.14)
569-273-80600	Consultants	0	0	0	0	0	0.00
569-273-80700	Accounting / Audit Fees	13,000	7,465	10,500	10,500	0	0.00
Siegfried Crandall Audit					2,500		
SeberTans Audit					3,000		
Siegfried Crandall Accounting Support					5,000		
GL # FOOTNOTE TOTAL:					10,500		

GL Number	Description	2021 Amended Budget	2022 Activity Through 10/6/2022	2022 Amended Budget	2023 Requested Budget	2023 Requested Amt Change	2023 Requested % Change
569-273-80800	Legal Fees	6,100	12,980	7,000	7,000	0	0.00
569-273-80900	IT / Infrastructure	22,600	35,259	35,993	28,000	(7,993)	(22.21)
Aunalytics (Approx \$2,210 / month)					26,520		
Hotspot (\$51 / month)					612		
Web Hosting (Annual)					300		
Elementor Pro Website Plugin (Annual)					100		
GL # FOOTNOTE TOTAL:					27,532		
569-273-80901	IT / Software	15,771	5,348	15,000	8,900	(6,100)	(40.67)
BS&A Software (AP, CR, GL, PR, BD) (Estimate 5% Increase)					5,625		
Adobe Acrobat Pro (2 * 203.88 / license)					408		
HelloSign (Annual)					180		
Trello Premium (Annual) (\$120 * 3 Users)					360		
Zapier Professional (Annual) (\$49 * 12 Months)					588		
Cognito Forms (Monthly) (Est. \$139 * 12 Months)					1,668		
GL # FOOTNOTE TOTAL:					8,829		
569-273-80902	IT / Support	600	185	500	500	0	0.00
569-273-85000	Telephone	6,500	2,767	4,260	3,600	(660)	(15.49)
Cell Phone Reimbursement (Building Official, Office Manager, Administrative Assistant (50*3*12))					1,800		
Telnet (Approximately \$150 / month)					1,800		
GL # FOOTNOTE TOTAL:					3,600		
569-273-86000	Vehicle Gas / Maintenance	3,500	2,612	3,500	3,500	0	0.00
Car Wash Subscription (\$29.99 / Month)					360		
Gas (Approximately \$260 / Month)					3,120		
GL # FOOTNOTE TOTAL:					3,480		
569-273-86100	Mileage	500	427	500	500	0	0.00
569-273-94000	Facility Rent	21,000	22,000	22,000	22,000	0	0.00
\$5,500 / Quarter					22,000		
569-273-95500	Miscellaneous	13	(117)	0	500	500	0.00
569-273-95600	Equipment / Maintenance	2,100	1,895	2,000	2,400	400	20.00
Ricoh Contracts (Approx \$200 / month)					2,400		

GL Number	Description	2021 Amended Budget	2022 Activity Through 10/6/2022	2022 Amended Budget	2023 Requested Budget	2023 Requested Amt Change	2023 Requested % Change
569-273-96401	Refund of Overpayment	0	0	0	0	0	0.00
569-273-96500	Bank Service Charges	660	515	660	720	60	9.09
Approximately \$60 / month					720		
569-273-96800	Depreciation Expense	0	0	0	0	0	0.00
569-273-97100	Capital Outlay	22,000	13,676	17,650	3,000	(14,650)	(83.00)
569-273-97200	Capital Outlay - Vehicle	0	0	0	0	0	0.00
569-273-99300	Interest/Penalty IRS/State Withholdings	0	0	0	0	0	0.00
<b>Totals for Department 273</b>		<b>583,049</b>	<b>477,518</b>	<b>619,481</b>	<b>558,016</b>	<b>(61,465)</b>	<b>(9.92)</b>

**Total Estimated Appropriations**

	2021 Amended Budget	2022 Activity Through 10/6/2022	2022 Amended Budget	2023 Requested Budget	2023 Requested Amt Change	2023 Requested % Change
<b>Total Estimated Appropriations</b>	<b>583,049</b>	<b>477,518</b>	<b>619,481</b>	<b>558,016</b>	<b>(61,465)</b>	<b>(9.92)</b>

## Net of Estimated Revenues & Estimated Appropriations

	2021 Amended Budget	2022 Activity Through 10/6/2022	2022 Amended Budget	2023 Requested Budget	2023 Requested Amt Change	2023 Requested % Change
Totals Estimated Revenues	725,415	426,979	602,700	562,300	(40,400)	(6.70)
Total Estimated Appropriations	583,049	477,518	619,481	558,016	(61,465)	(9.92)
<b>Net of Revenues / Appropriations</b>	<b>142,366</b>	<b>(50,539)</b>	<b>(16,781)</b>	<b>4,284</b>	<b>21,065</b>	<b>(125.53)</b>

## Summary of Fund Balance

	2021 Amended Budget	2022 Activity Through 10/6/2022	2022 Amended Budget	2023 Requested Budget	2023 Requested Amt Change	2023 Requested % Change
Beginning Fund Balance	711,362	841,714	841,714	791,175	(50,539)	(6.00)
Ending Fund Balance	853,728	791,175	824,933	795,459	(29,474)	(3.57)

## Fund Balance Sheet (As of 10/14/2022)

GL Number	Description	Balance
<b>Assets</b>		
569-000-00100	Cash - Checking	622,831.27
569-000-00200	Cash - Savings	5.00
569-000-00300	Cash - Certificates of Deposit	153,433.68
569-000-00400	Cash - Imprest / Petty	250.00
569-000-01800	Building Receivable	0.00
569-000-12300	Prepays	0.00
569-000-14700	Accumulated Depreciation	(35,114.44)
569-000-14799	Capital Assets Equipment	72,460.85
<b>Total Assets</b>		<b>813,866.36</b>
<b>Liabilities</b>		
569-000-20200	Accounts Payable	1,750.00
569-000-22800	Due to State of Michigan	305.17
569-000-22900	Due to Federal Government	0.00
569-000-23700	Due to Pension Plan	0.00
569-000-23800	Due to HSA	0.00
569-000-25700	Accrued Payroll	3,636.90
569-000-26500	Performance Bonds	17,000.00
569-000-26900	Garnishments Payable	0.00
<b>Total Liabilities</b>		<b>22,692.07</b>
<b>Fund Balance</b>		
<b>569-000-39000</b>	<b>Fund Balance</b>	<b>841,714.26</b>
	Beginning Fund Balance	841,714.26
	Net of Revenues VS Expenditures	(50,539.97)
	Ending Fund Balance	791,174.29
	Total Liabilities and Fund Balance	813,866.36



# Appendices

## Appendix 1: Draft Annual Salary Adjustment Calculator

SMBA Staff Annual Salary Adjustment Recommendations											
Prepared for fiscal year 2023											
Employee	Type	Pay	Current Wage	COLA (8.70%)	P. R. Data	Merit %	Merit Raise	Other Raise	New Wage	Annual (37h)	Annual (40h)
Garrett Reitenour	Exempt	Salary	\$ 79,880.47	\$ 6,949.60	5	2.00%	\$ 1,597.61	\$ -	\$ 88,427.68	\$ 88,427.68	\$ 88,427.68
Kyle Gibson	Non-Exempt	Hourly	\$ 25.03	\$ 2.18	5	2.00%	\$ 0.50	\$ -	\$ 27.71	\$ 53,310.60	\$ 57,633.08
Elvira Oropeza	Non-Exempt	Hourly	\$ 20.53	\$ 1.79	5	2.00%	\$ 0.41	\$ -	\$ 22.73	\$ 43,726.19	\$ 47,271.56
<b>Totals:</b>										<b>\$ 185,464.47</b>	<b>\$ 193,332.31</b>

These numbers are speculative and will be revised following the completion of performance reviews and the publishing of the Social Security Administration's cost of living adjustment and the Michigan State Tax Commission's inflation rate multiplier.

## Appendix 2: Estimated Social Security Administration Cost of Living Adjustment Values

The following sources were used to inform the estimated 8.7% COLA used in the draft salary adjustments:

- <https://www.fool.com/investing/2022/10/03/social-security-2023-cola-comes-with-silver-lining/>
- <https://finance.yahoo.com/news/social-security-cola-smallest-amount-110054641.html>
- <https://www.cnbc.com/2022/09/13/inflation-may-spur-record-high-social-security-cost-of-living-adjustment.html>

**Appendix 3: Salary Review and Adjustment Policy**

This page intentionally blank. The next pages show the Salary Review and Adjustment Policy adopted by the SMBA Board of Directors on December 10, 2020.



# Southwest Michigan Building Authority (SMBA)

## Salary Review and Adjustment Policy

Adopted by the SMBA Board of Directors on December 10, 2020.

### Purpose:

To establish uniform standards for the annual review and adjustment of employee salaries including merit-based raises and cost of living adjustments. To allow for the incorporation of such adjustments in budget planning for the upcoming fiscal year.

### Scope:

The guidelines in this policy apply to non-exempt and exempt employees as defined by the Fair Labor Standards Act.

### Objectives:

1. Attract and retain competent and satisfied employees.
2. Allow for the recognition and reward of exemplary employee performance.
3. Align salaries with the duties and responsibilities of positions to encourage the self-improvement and professional growth of employees.
4. Allow for salary adjustments to be included in budget preparations for the upcoming fiscal year.

### Statement of Policy:

On an annual basis, the office manager shall prepare a list of salary adjustment recommendations for review by the SMBA board of directors, to be presented at the regular October meeting or at a duly noticed special meeting for such purpose as directed by the board.

Salary adjustments will be determined using the following four criteria: (1) Employee Performance, (2) Change in Duties, (3) State and National Wage Data, and (4) Cost of Living Adjustment.

1. Employee Performance
  - a. Adjustments to an employee's salary based on employee performance may be positive, negative, or neutral.
  - b. Adjustment decisions should utilize the following sources of information at a minimum:
    - i. Annual Performance Review Data
    - ii. Recommendations of Supervisors
    - iii. Pay Increase Funds Available
    - iv. Comparison of pay level and performance of other employees in a similar job function.
  - c. An annual base merit increase of at least 2% shall be granted to all employees based on the employee's composite performance review score unless available pay increase funds warrant otherwise.
    - i. Individual merit increase percentages shall be calculated by dividing the employee's composite performance rating by the maximum possible value. That percentage of the merit increase percentage shall then be granted.

- ii. Example: Employee scores 3 out of 5 on performance review.  $3/5 = 0.6 \rightarrow 0.6 * 0.02(\text{base merit}) = 0.012 \rightarrow 0.012 * \$18(\text{current wage}) = \$0.216$  (round to \$0.22). The employee's merit increase for the year would be 22 cents.

2. Change in Duties

- a. Adjustments to an employee's salary based on a change in duties may be positive, negative, or neutral.
- b. If a salary range has not been determined for a position, a change in salary may be considered based on a significant change in responsibilities. The O\*NET database should be consulted for state and national wage data using the occupational title and responsibilities which most closely match the new responsibilities of the employee.
- c. An annual adjustment based on a change in duties should not be made if an employee was granted a raise by the board outside of the annual cycle.

3. State and National Wage Data

- a. Adjustments to an employee's salary based on State and National Wage data may be positive or neutral. Negative adjustments based on State and National Wage data should only be considered if specifically directed by the board of directors as a cost savings measure.
- b. The following sources of information may be consulted in determining salary adjustments:
  - i. O\*NET Online: [www.onetonline.org](http://www.onetonline.org)
  - ii. Bureau of Labor Statistics Occupational Employment Statistics: [www.bls.gov/oes](http://www.bls.gov/oes)
- c. A comparison should be made of the employee's current salary compared to the state and national values for the mean wage of the occupational profile which most closely matches the responsibilities of the employee.

4. Cost of Living Adjustment

- a. Adjustments to an employee's salary based on a COLA may be positive or neutral. Negative adjustments based on a COLA should only be considered if directed by the board of directors as a cost savings measure.
- b. COLA adjustments are expressed as a percentage of the change in the Consumer Price Index.
- c. The cost of living adjustment shall be the greater value of either:
  - i. The most recent COLA publication available on the Social Security Administration's website. This information can be found on the SSA's website at: <https://www.ssa.gov/news/cola/>
  - ii. The most recent Inflation Rate Multiplier publication bulletin from the State of Michigan Tax Commission. This information is best found by searching the state website, but the Tax Commission website is: <https://www.michigan.gov/statetaxcommission>. A link to an example publication can be found here: [https://www.michigan.gov/documents/treasury/Bulletin\\_15\\_of\\_2019\\_-\\_Inflation\\_Rate\\_Multiplier\\_for\\_2020\\_668832\\_7.pdf](https://www.michigan.gov/documents/treasury/Bulletin_15_of_2019_-_Inflation_Rate_Multiplier_for_2020_668832_7.pdf).

Positive salary adjustments may be rejected or reduced by the board of directors if the proposed adjustment would cause an employee's salary to exceed the range defined for their position, so long as that range is still comparable to the State and National media wage data available. If the range is no

longer comparable, a new range will be recommended for the position along with the salary adjustment for consideration by the board of directors.

Recommendations made by the office manager shall be submitted in the form of a memo to the members of the board and should include all supporting documentation used to determine any adjustments. Such memo should include a table listing the step by step adjustments to each employee's salary, including employee name, type (salaried or hourly), current wage, COLA, merit increase, other raise (based on change in duties, state and national wage data, or other metric), new wage, and other items as are relevant.

The board of directors may accept, reject, or revise in whole or in part the recommendations of the office manager. Unless otherwise specified by the board, approved salary adjustments shall be effective on January 1<sup>st</sup> of the new year. This policy may be revised or amended at the request of the board.

All situations which fall outside of the guidelines laid out in this document shall be reviewed and determined by the board of directors.

A motion was made by Jeff Sorensen, supported by Dusty Farmer, to adopt the foregoing policy.

Upon a roll call vote,

The following voted "Aye": Dusty Farmer, Carol DeHaan, Jeff Sorensen, Larry Stehouwer

The following were absent: Oshtemo Appointee

The Chair declared that the policy had been adopted.



\_\_\_\_\_  
DUSTY FARMER, Chair  
Southwest Michigan Building Authority

\*\*\*\*\*

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of minutes of a meeting of the Southwest Michigan Building Authority, held on 2020-12-10, at which meeting 4 members were present and voted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan



\_\_\_\_\_  
KYLE GIBSON, Board Secretary  
Southwest Michigan Building Authority

# Document Revision History

Date	Description of Change(s)
2022-10-06	Initial commit.
2022-10-07	<ol style="list-style-type: none"> <li>1. Added Document Revision History section.</li> <li>2. Update to appendix 1 and corresponding expense GL numbers (listed below). The starting values used in the draft salary adjustments were from 2021 instead of 2022.               <ol style="list-style-type: none"> <li>a. 569-273-70203 (Salaries)</li> <li>b. 569-273-71005 (Payroll Taxes – FICA)</li> <li>c. 569-273-71009 (Pension Plan)</li> </ol> </li> <li>3. Reduced Capital Outlay expense account (569-273-97100) from \$5,000 to \$3,000 to match the Capital Improvement Plan.</li> <li>4. Increased Building Permit revenue account (569-272-49200) from \$200,000 to \$210,000 to account for current 2022 YTD projections.</li> <li>5. Increased Mechanical Permit revenue account (569-272-49300) from \$50,000 to \$55,000 to account for current 2022 YTD projections.</li> <li>6. Updated totals to reflect changes.</li> <li>7. Updated executive summary to reflect changes.</li> <li>8. Corrected automatic calculations from GL for Amount Changed and % Changed columns; values were the inverse of actual.</li> </ol>
2022-10-07.1	Updated budget timeline on cover page.
2022-10-10	Inserted appendix 3.
2022-10-12	<ol style="list-style-type: none"> <li>1. Added footnote for HealthEquity HSA administration fees.</li> <li>2. Increased HSA expense account (569-273-71006) from \$7,000 to \$7,060 to account for new HSA administration fees.</li> <li>3. Updated totals to reflect changes.</li> <li>4. Updated executive summary to reflect changes.</li> </ol>
2022-10-14	<ol style="list-style-type: none"> <li>1. Updated Work Comp Insurance expense item (569-273-71004) and General Insurance expense item (569-273-72900) to reflect renewal proposal received 2022-10-14.</li> <li>2. Updated Health Insurance expense item (569-273-71002) to reflect a greater anticipated premium increase on advice from insurance agent.</li> <li>3. Re-evaluated and updated revenue accounts to meet anticipated expenses.</li> <li>4. Updated totals to reflect changes.</li> <li>5. Updated executive summary to reflect changes.</li> <li>6. Updated fund balance sheet to reflect more current data.</li> </ol>

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# MEMORANDUM

**Date:** October 19, 2022  
**To:** Township Board  
**From:** James Porter  
**Subject:** Liquor License Application- Condado Tacos

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## **OBJECTIVE:**

To review and make a determination regarding the requested transfer of a Class C Liquor License to Condado Tacos at 1700 South Drake Road.

## **BACKGROUND:**

The premises at 1700 South Drake Road was originally planned for development of a restaurant and microbrewery but the tenant never materialized. Condado Tacos is planning to use the facility for its restaurant and is requesting transfer of a Class C Liquor License to Condado Tacos 43, LLC.

## **INFORMATION PROVIDED:**

I have attached a copy of the Condado Tacos 43, LLC Liquor License Application and the plan for the facilities. I reviewed the pertinent provisions of the lease and believe it is in order. I have also discussed with their attorney, Stephen Grobbel, who has assured me that the service of any alcohol the facility will be incidental to the sale of a food. I believe that they meet the provisions of the Township's Liquor Licensing Ordinance.

## **STATEMENT OF REQUESTED BOARD ACTION:**

Hold public hearing to consider the request of Condado Tacos 43, LLC and their request for a Class C Liquor License transfer.



LIQUOR LICENSE APPLICATION

Date: 10/13/22

Applicant Information:

Name (First, MI, Last): Christopher Artinian  
Address: 34 West Gray St., 2nd Floor, Columbus, OH 43215  
Phone: (614) 213-0201 Email: Chris.Artinian@condadotacos.com  
As authorized agent of (company): Condado Tacos 43 LLC

Applicant's Date of Birth: 07/06/1969 Place of Birth: Queens, NY  
Citizenship (time/place of naturalization, if applicable): USA

Have you ever, prior to this application, made an application for the sale of beer, wine, or spirits?

- Yes Provide the date, place, and disposition of each application: Condado Tacos currently has five licensed locations in Michigan under separate LLCs: Condado Tacos 14 LLC - Royal Oak; Condado Tacos 16 LLC - Detroit; Condado Tacos 21 LLC - Troy; Condado Tacos 22 - Grand Rapids; Condado Tacos 33 LLC - Ann Arbor
- No

Have you ever been convicted of a felony?

- Yes Explain: \_\_\_\_\_
- No

Are you disqualified under the State Liquor Control Act, or any provision of the Oshtemo Township Ordinance 202, as amended, from receiving a liquor license?

- Yes  No

I/company:  own the premises for which a license is sought  
 have lease for the premises for which a license is sought lease therefor for the full period for which the license is issued (*attach*)

Length of time applicant has been in this business/date of corporate charter: Condado Tacos was established in 2014 in Columbus, Ohio. It operates over 20 restaurants in the Midwest.



**Business and Premises Information:**

Business Name: Condado Tacos 43 LLC d/b/a Condado Tacos

Address: 17005 Drake Road Kalamazoo, MI 49006

If the business is a co-partnership, or corporation, please provide the names and addresses of all officers, directors, and those having an interest in the corporation/entitled to share in the profits:

Name	Title/Share	Address
Revolution Holdings, LLC	Member	34 West Gay St. 2nd Flr Columbus, OH 43215
Joseph Kahn	President	" " "

What is the character of the business, or the object(s) for the corporation/co-partnership was formed: Condado Tacos is a sit down restaurant featuring build your own tacos along with our Mexican food items

Description of the premises (please provide building/plot plans showing (1) the entire structure, (2) the area(s) where the license will be utilized, (3) the adequacy of off-street parking, lighting, refuse disposal, and (4) plans for screening/noise control (if applicable)):

See attached floor plan

For businesses other than a brewpub, microbrewery, or wine-tasting room, is the sale of beer, wine, or spirits incidental and subordinate to other permitted business uses on the premises (e.g. food sales, motel operations, recreational activities)?

Yes

Explain: Typically, the revenue breakdown is 65% food and 35% alcohol

No

**License Type:**

This application is to  Transfer an Existing License     Obtain a New License

Obtain a "Limited License" pursuant to Public Act 270 of 2014


for the  Manufacture (MCL 436.1603(15)(b))     Retail Sale

of beer, wine, and/or liquor under a Class C license.

**Disclaimer and Signature:**

By signing this application, the applicant affirms that the information provided herein is true and accurate to the best of their knowledge, and that the applicant will not any of the laws of the State of Michigan or of the United States or any ordinances of Oshtemo Charter Township in the conduct of its business. The applicant further affirms that should any information contained in the application (or attachments) change during the term of the license, the applicant will notify the Township Clerk ([Clerk@oshtemo.org](mailto:Clerk@oshtemo.org)) in writing of the change within thirty (30) days.

I Christopher Artinian have submitted all requested materials, and the required application fee- payable to Oshtemo Charter Township.

Signature:   
Title: CEO  
Date: 10/13/2022

