

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

May 27, 2026

Refer to page 3 for Virtual Meeting Information

**REGULAR MEETING
5:30 P.M.
AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Remote Location Identification (for remote attendance when permitted by statute)
4. Township Mission/Vision/Core Values:
 - *Core Value: Difficult questions are not marginalized.*
5. Approval of the Agenda
6. Public Officials and Community Partner Updates
7. Work Session:
 - a. Items for Informational Purpose:
 - i. Site Plan Review Process ([Pg 5](#))
 - ii. Administrative Update Regarding 457(b) Greenleaf Retirement Plan ([Pg 11](#))
 - b. HR Presentation: Organizational Structure and Staff Recommendations ([Pg 13](#))
 - c. Topics for Board Discussion
 - i. Public Act 233 and other items related to renewable energy
8. Public Comment on Consent Agenda or Non-Regular Session Items
9. Consent Agenda
 - a. Budget Amendment: August 2026 Primary Assistance ([Pg 37](#))
 - b. Meeting Minutes [Minutes of Regular Meeting ([May 12, 2026](#))]
 - c. Meeting Minutes [Minutes of Special Meeting ([May 19, 2026](#))]
10. Discussion and Consideration – HR Recommended Staffing and Organizational Changes
11. Public Comment
12. Board Member Comments & Committee Updates
13. Adjournment

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

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

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

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

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

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

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

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

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

Oshtemo Township Board of Trustees		
<u>Supervisor</u>		
Cheri Bell	216-5220	cbell@oshtemo.org
<u>Clerk</u>		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
<u>Treasurer</u>		
Clare Buszka	216-5260	cbuszka@oshtemo.org
<u>Trustees</u>		
Neil Sikora	760-6769	nsikora@oshtemo.org
Kristin Cole	375-4260	kcole@oshtemo.org
Zak Ford	271-5513	zford@oshtemo.org
Michael Chapman	375-4260	mchapman@oshtemo.org

Township Department Information			
<u>Assessor:</u>			
Kristine Biddle	216-5225	assessor@oshtemo.org	
<u>Fire Chief:</u>			
Greg McComb	375-0487	gmccomb@oshtemo.org	
<u>Ordinance Enforcement:</u>			
Alan Miller	216-5230	amiller@oshtemo.org	
<u>Parks Director:</u>			
Vanessa Street	216-5233	vstreet@oshtemo.org	
Rental Info	216-5224	oshtemo@oshtemo.org	
<u>Planning Director:</u>			
Jodi Stefforia	375-4260	jstefforia@oshtemo.org	
<u>Public Works Director:</u>			
Anna Horner	216-5228	ahorner@oshtemo.org	

Zoom Instructions for Participants

Before a videoconference:

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

To join the videoconference:

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

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

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

To join the conference by phone:

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

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



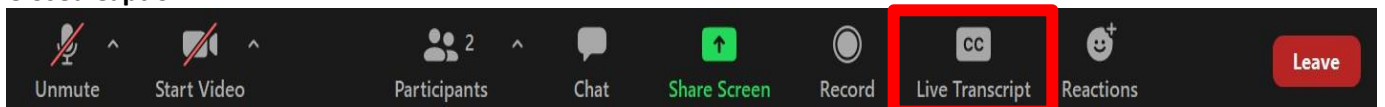
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

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

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

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

Closed Caption:



Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

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

Mission:

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

Vision:

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

Core Values:

PUBLIC SERVICE

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

SUSTAINABILITY

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

INNOVATION

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

PROFESSIONALISM

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

INTEGRITY

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

FISCAL STEWARDSHIP

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



7275 W. MAIN STREET, KALAMAZOO, MI 49009
269-216-5220 Fax 269-375-7180 www.oshtemo.org

MEMO

TO: Planning Commission & Zoning Board of Appeals
FROM: Jodi Stefforia, Planning Director
DATE: May 21, 2026
RE: Site Plan Review Process

At a recent Planning Commission meeting, staff was asked about the site plan review process for various uses – permitted and special land uses – and what type of site plans are reviewed at an administrative level. The attached site plan review document is an excerpt from the *Guide to Development* being prepared as part of the Michigan Economic Development Corporation's Redevelopment Ready Community certification program in which the Township is engaged.

When finalized, the *Guide to Development* will be published on the website with a target audience ranging from residents to developers. It will be comprehensive and also address the variance process, rezonings, temporary events, etc.

Attachment



Site Plan Review

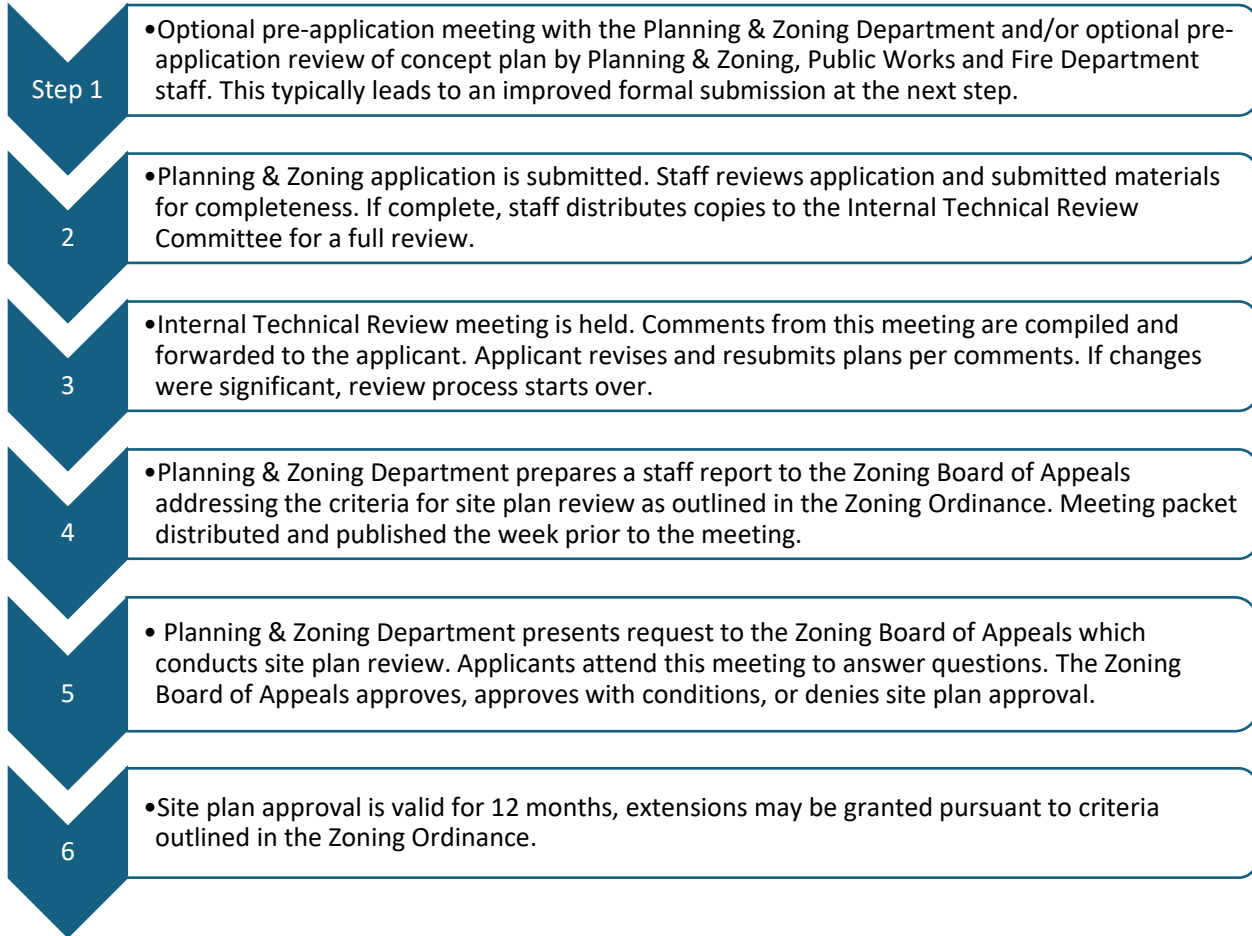
Site plans are essential to the development process to ensure harmonious relationships between buildings, uses and site improvements with the Zoning Ordinance. Following application for site plan approval, all development proposals must formally undergo site plan review and approval by the Planning & Zoning Department (administrative site plan review), the Zoning Board of Appeals (permitted uses) or the Planning Commission (special land uses).

When received, plans are distributed to the **Internal Technical Review Committee**, which consists of the Oshtemo Planning & Zoning, Public Works, Fire, and Legal Departments, as well as the Michigan Department of Transportation, the Road Commission of Kalamazoo County, Kalamazoo Metro, Kalamazoo Public Services – Water Resources Division, and the Kalamazoo County Environmental Health Department. This committee meets once a month per a published development review schedule for applications available on the [website](#). Additionally, most applications that do not involve a site plan – such as variances and rezonings – are reviewed by the committee. Unique to Oshtemo Township is that the Zoning Board of Appeals conducts site plan review for permitted uses.

The pre-application and internal review work, collaboration amongst agencies and often significant dialogue with applicants results in *complete* site plan submissions that *satisfy* ordinance requirements for Reviewing Body consideration, particularly for permitted uses. Special land uses are unique with the subjective criteria that must be considered by the Planning Commission.

FYI

What are the steps in the site plan review process for a PERMITTED USE?



FYI

What is a SPECIAL LAND USE and what are the review steps?

Special land uses are those uses in a zoning district that may have elements or features that make them unsuitable for every location with the district. These elements may include increased traffic, odor, noise or other nuisance impacts. Special land use requests may involve site plan review. The Planning Commission considers special land use requests against criteria established in the Zoning Ordinance, by law.



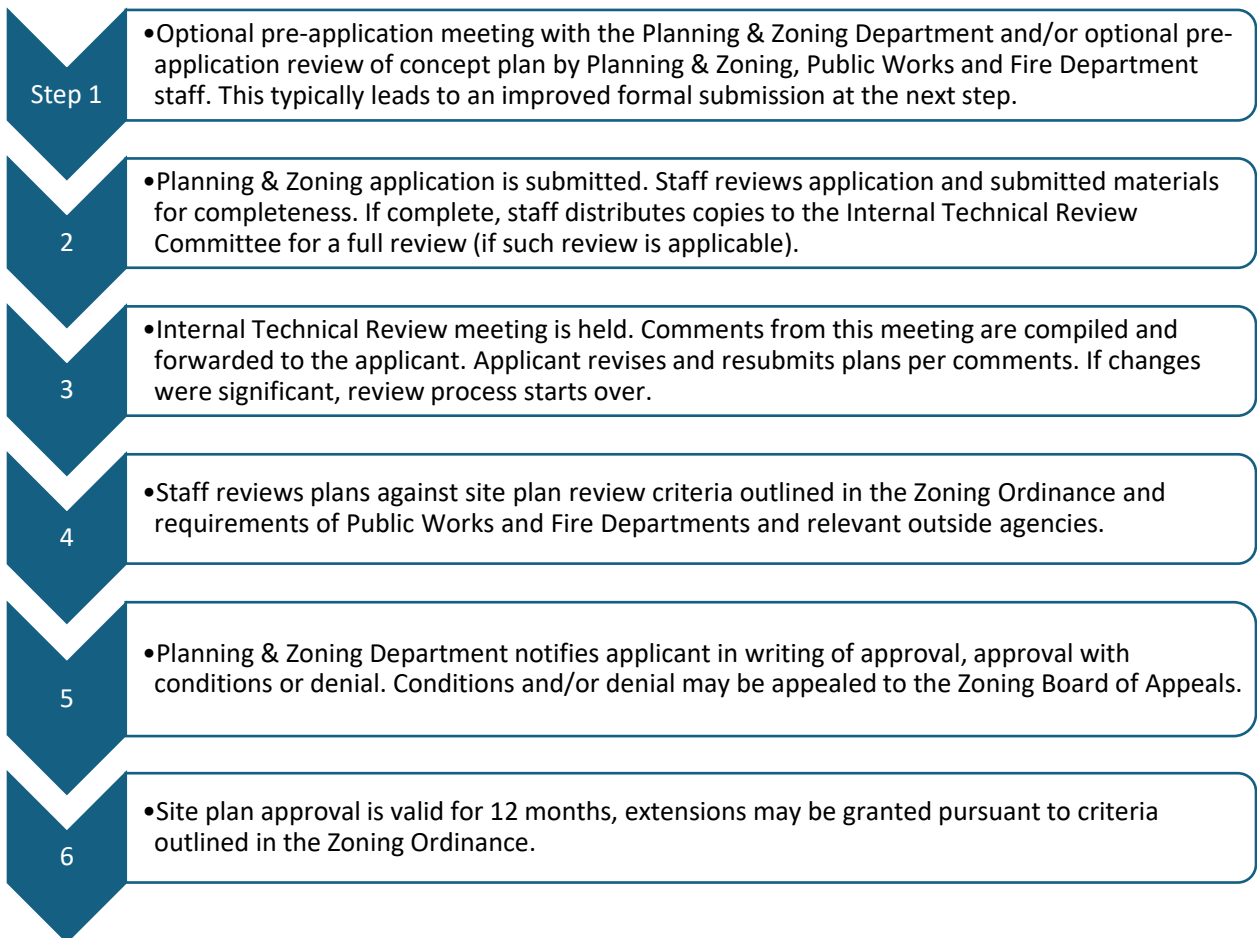
FYI

What is eligible and what are the review steps for an ADMINISTRATIVE SITE PLAN REVIEW?

Limited types of requests are eligible for administrative approval and/or site plan review. Some uses have specific conditions called out in the Zoning Ordinance. The Zoning Ordinance states that the Planning Director has the discretion to refer any site plan to the Zoning Board of Appeals or, in the case of a MUD, the Planning Commission.

Examples of administrative review items include the following:

- Accessory dwelling units.
- Licensed Childcare up to 12 children; Licensed Adult Foster Care Family Home (up to 6 adults).
- Building alterations or expansions of less than 25% of existing floor or 2,000 square feet, whichever is less.
- Reuse of an existing building when new use is similar or less intense in terms of parking, traffic, utilities, etc.
- Change in occupancy of an existing suite in a commercial center.
- Temporary uses, buildings or structures.
- Category 1 Agritourism.
- Communication towers satisfying certain requirements.
- Accessory structures/buildings that do not impact other zoning requirements.
- Modification or expansion of a parking lot, loading and unloading areas.
- Modifications to comply with ADA requirements.
- Buildings and site improvements within an adopted Mixed Use District (MUD).
-



This page intentionally left blank.

Memorandum



Date: 27 May 2026
To: Oshtemo Charter Township Board
From: Sara Feister, Human Resources Director
Subject: Administrative Update Regarding 457(b) Greenleaf Retirement Plan

Objective

INFORMATION ONLY: This memo is to inform you of an administrative update to the Township’s 457(b) Greenleaf Trust Retirement Plan.

Additional Information:

At the request of Township administration, the plan will begin offering in-service distributions at age 62. This change is intended to align the 457(b) plan with the Township’s existing 401(a) plan provisions and is permitted under Section 104(b) of the Bipartisan American Miners Act.

The Township has asked that this change be implemented immediately, or as soon as administratively feasible by the plan’s recordkeeper. Although the formal plan document will not be amended until a future comprehensive update (to incorporate provisions from SECURE, CARES, SECURE 2.0, and related legislation), current IRS guidance allows for this type of provision to be implemented operationally in advance of the formal amendment.

Core Values

Professionalism, Integrity, Fiscal Stewardship

This page intentionally left blank.

Memorandum



Date: 05/27/2026
To: Oshtemo Charter Township Board
From: Human Resources Department
Subject: Organizational Re-Structure

Objective

PROPOSED MOTION: “I motion to approve the budget amendments and job description changes for Park Ranger, Building Department Coordinator, Parks & Maintenance Coordinator, Operations Manager, and the new job description for General Maintenance Intern.”

Supporting Information

1. Park Ranger
 - a. The intent of this job description change is to ensure this position is aligned under the appropriate department and to allow for more Parks focused responsibilities and operations.
2. Building Department Coordinator
 - a. The intent of this job description change is to improve the organizational structure of the Building Department, realign responsibilities with the current operational needs and improve departmental support.
3. Parks & Maintenance Coordinator
 - a. The intent of this job description change is to redefine the scope of the previous Administrative Assistant position supporting Parks, Maintenance, and Building to Parks & Maintenance only to improve processes and coordination between those departments.
4. Operations Manager
 - a. Since being staffed in Summer 2025, the Operations Coordinator position has evolved into a managerial-level role overseeing township processes, cross-functional initiatives, workflow improvements, and operational decision-making across departments. Reclassifying the position will better reflect its scope, improve organizational clarity, and align the role with its leadership responsibilities.
5. General Maintenance Intern
 - a. The intent of the new General Maintenance Intern position is to address the need for additional assistance within the Maintenance Department during the summer months. This position will be budgeted for and filled in 2027.

Attachments

1. Park Ranger Job Description REDLINE
2. Park Ranger Job Description CLEAN COPY
3. Building Department Administrator Job Description REDLINE
4. Building Department Coordinator Job Description CLEAN COPY
5. Administrative Assistant Job Description REDLINE
6. Parks & Maintenance Coordinator Job Description CLEAN COPY
7. Operations Coordinator Job Description REDLINE
8. Operations Manager Job Description CLEAN COPY
9. DRAFT General Maintenance Intern Job Description
10. DRAFT Organization Chart
11. Budget Amendment Breakdown

Core Values

Public Service, Sustainability, Innovation, Professionalism, Integrity

CHARTER TOWNSHIP OF OSHTEMO

POSITION DESCRIPTION

Position Title: **PARK RANGER**

General Summary:

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

Essential Job Functions:

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 accommodation 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:

1. Be a park ambassador by greeting park users, answering general questions about parks/rentals.
- ~~1.2.~~ Meet with renters before and after their facility rental. Includes unlocking the venue, reviewing maintenance requirements, inspecting facility after each rental, and relocking. May involve some janitorial tasks. Duties including documenting condition of facility post rental. Additionally, provide occasional tours of rental facilities.
- ~~2.3.~~ Inspect, and clean, if necessary, between weekend pavilion rentals at Flesher Field and Oshtemo Township Park . (This would mostly occur in summer.) Ensuring proper rental signage is posted at proper locations and at proper times.
- ~~3.4.~~ Custodial duties in the Township Parks & Facilities related to rentals, trash, litter, cleaning tables, grills, pavilions, and all spaces used within the park-
- ~~4.5.~~ Assist with ~~weekend seasonal park events sponsored by Oshtemo Friends of the Parks (4 x per year)-in the Township Parks or Facilities.~~
- ~~5.~~ Have a checklist and report maintenance issues at each facility.
- ~~6.~~ When time permits, perform miscellaneous maintenance tasks as assigned, which include servicing of facilities, systems, and equipment.
- ~~6.~~ Assist in leading volunteer sessions which center on improving parklands and maintaining quality park features and amenities.
- ~~7.~~ Monitoring of invasive species, using mechanical and chemical methods to implement priorities outlined in Forest Management Plans and Best Practices.

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
- Strong interpersonal communication skills, both oral and written.

**CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION**

Position Title: PARK RANGER

- Detail oriented with strong organization skills with the ability to prioritize and handle multiple requests efficiently.

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

**CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION**

Position Title: **PARK RANGER**

General Summary:

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

Essential Job Functions:

The physical demands described hereafter are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation 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:

1. Be a park ambassador by greeting park users, answering general questions about parks/rentals.
2. Meet with renters before and after their facility rental. Includes unlocking the venue, reviewing maintenance requirements, inspecting facility after each rental, and relocking. May involve some janitorial tasks. Duties including documenting condition of facility post rental. Additionally, provide occasional tours of rental facilities.
3. Inspect, and clean, if necessary, between weekend pavilion rentals at Flesher Field and Oshtemo Township Park. Ensuring proper rental signage is posted at proper locations and at proper times.
4. Custodial duties in the Township Parks & Facilities related to rentals, trash, litter, cleaning tables, grills, pavilions, and all spaces used within the park
5. Assist with seasonal park events in the Township Parks or facilities.
6. Assist in leading volunteer sessions which center on improving parklands and maintaining quality park features and amenities.
7. Monitoring of invasive species, using mechanical and chemical methods to implement priorities outlined in Forest Management Plans and Best Practices.

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
- Strong interpersonal communication skills, both oral and written.
- Excellent written and verbal communication skills, including advanced proficiency in English grammar.
- Detail oriented with strong organization skills with the ability to prioritize and handle multiple requests efficiently.

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

~~OSHTEMO CHARTER TOWNSHIP BUILDING DEPARTMENT
POSITION DESCRIPTION~~

~~**Title:** Building Department Administrator
Reports to: Township Supervisor
Employment Status: Non-Exempt~~

**CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION**

Position Title: BUILDING DEPARTMENT COORDINATOR

General Summary:

Under the direct supervision of the Personnel Director or their designee, performs a variety of administrative duties to ensure the overall functioning of Township business by supporting the Building department.

~~Under the direct supervision of the Township Supervisor, performs a variety of clerical duties.~~

Essential Job Functions:

~~The 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 accommodation may be made upon request to enable an individual with a disability to perform these essential job functions.~~

~~The employee must be able to use word processing programs, BS&A programs and type various documents including memos, notices, time reports, building reports, etc.~~

~~The employee must be able to maintain the records of the Oshtemo Charter Township's Building Department. To do so, the employee must be able to open, maintain and close files, required lifting, standing, bending, walking, and manipulation of the files within their records and the official records for the Oshtemo Charter Township Building Department. The employee must also be able to physically file and retrieve files, from storage and other designated secure locations.~~

~~The employee must be able to answer the telephone, written and emailed correspondence in English. Must be able to make outbound calls, schedule appointments and maintain the calendar for Oshtemo Charter Township's Building Department.~~

~~The employee must be able to open, sort, read and distribute incoming correspondence, both regular and electronic.~~

The employee must be able to read and analyze correspondence, contracts, ordinances, reports, etc. This requires the ability to open and sort the mail, review and sort documents and distribute documents which requires the employee to be able to lift, move and manipulate such items, and to

Effective Date: 05/27/26 11/14/23

deliver such documents to office personnel. The employee must be able to exercise reasonably proficient typing skills. In addition, the employee must have the necessary dexterity to operate a computer to research and write reports. To perform these functions, the employee must be able to read and speak English and communicate with others, including the ability to type, make calls, schedule appointments, and type memorandums. Will be required to attend and assist at some meetings to provide, as well as disseminate information on behalf of the Township to interface with those inside and outside the office. This will require the employee to physically attend all the required meetings, to gather information and communicate to the various boards and commissions on Township positions. The employee may also be required to assist Township departments orally and in writing and be able to physically meet with various Department Heads to assist in that regard.

The physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this position. Reasonable accommodation may be made upon request to enable an individual with a disability to perform these essential job functions. The employee must be able to read and analyze correspondence, contracts, ordinances, reports, etc. This requires the ability to open and sort the mail, review and sort documents and distribute documents which requires the employee to be able to lift, move and manipulate such items, and to deliver such documents to office personnel. The employee must be able to exercise reasonably proficient typing skills. In addition, the employee must have the necessary dexterity to operate a computer to research and write reports. To perform these functions, the employee must be able to type, make calls, schedule appointments, and type memorandums. Will be required to attend and assist at some meetings to provide, as well as disseminate information on behalf of the Township to interface with those inside and outside the office. This will require the employee to physically attend all the required meetings, to gather information and communicate to the various boards and commissions on Township positions. The employee may also be required to assist Township departments orally and in writing and be able to physically meet with various Department Heads to assist in that regard.

Typical Responsibilities:

- ~~● Receive requests for inspections, schedule and notify appropriate inspectors.~~
- ~~● Enter building, electrical, mechanical, and plumbing permit requests into BS&A.~~

Effective Date: ~~05/27/26~~ 11/14/23

- ~~• Submit permit requests for review and zoning approval.~~
- ~~• Provide clerical assistance to the Building Official as needed, including returning calls and requesting documents to process building permits.~~
- Submit zoning requests to local municipalities for review and zoning approval, and email requests to contractors for site plans.
- ~~• Manage Building records per State and Township policy.~~
- ~~• Coordinate 3rd party plan reviews.~~
- Work closely with the Township Supervisor to prepare annual Building Department budget.
- ~~• Provide clerical assistance to Building Official including, processing building permits, issuing CO's, verifying that all requirements are met for full or Temporary CO.~~
- ~~• Oversee permit application process and tracking.~~
- ~~• Submit Requests for third party Plan Review – Commercial Building Projects and MEP's~~
- ~~• Intake applications, process Change of Occupant Applications and create projects in BS&A.~~
- ~~• Provide documentation for FOIA requests.~~
- ~~• Coordinate inspector staffing coverage due to absences.~~
- ~~• Develop agenda for weekly Building Department meetings.~~
- ~~• Maintain current knowledge of relevant codes, ordinances, and fee schedules.~~
- ~~• Ensure compliance with township and state codes/ordinances.~~
- ~~• Assist Building Department Administrative Assistant as needed.~~
- Other duties as assigned.

Secondary Responsibilities:

- ~~1. Maintain office, answering the telephone, and provide service at the customer counter.~~

Effective Date: ~~05/27/26~~ 11/14/23

~~2. Maintain skill level as software and computers are updated.~~

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 Required Qualifications:

- ~~• EDUCATION: High School graduate or equivalent.~~
- ~~• EXPERIENCE: Must be able to meet prescribed typing and computer standards and maintain skill level as software and computers are updated.~~
- Must be able to meet prescribed typing and computer standards in effect at the time of hire as well as operate all standard office equipment and software.
- Proficiency in Microsoft Office Suite is required.
- ~~• Detail oriented with strong organization skills with the ability to prioritize and handle multiple requests efficiently.~~
- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Excellent written and verbal communication skills, including advanced proficiency in English grammar and legal writing.
- Detail-oriented with the ability to manage complex files and deadlines independently.
- Strong interpersonal communications skills, - both oral and written.

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

Effective Date: ~~05/27/26~~ 11/14/23

CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: **BUILDING DEPARTMENT COORDINATOR**

General Summary:

Under the direct supervision of the Personnel Director or their designee, performs a variety of administrative duties to ensure the overall functioning of Township business by supporting the Building department.

Essential Job Functions:

The physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this position. Reasonable accommodation may be made upon request to enable an individual with a disability to perform these essential job functions. The employee must be able to read and analyze correspondence, contracts, ordinances, reports, etc. This requires the ability to open and sort the mail, review and sort documents and distribute documents which requires the employee to be able to lift, move and manipulate such items, and to deliver such documents to office personnel. The employee must be able to exercise reasonably proficient typing skills. In addition, the employee must have the necessary dexterity to operate a computer to research and write reports. To perform these functions, the employee must be able to communicate with others, including the ability to type, make calls, schedule appointments, and type memorandums. Will be required to attend and assist at some meetings to provide, as well as disseminate information on behalf of the Township to interface with those inside and outside the office. This will require the employee to physically attend all the required meetings, to gather information and communicate to the various boards and commissions on Township positions. The employee may also be required to assist Township departments orally and in writing and be able to physically meet with various Department Heads to assist in that regard.

Typical Responsibilities:

1. Submit zoning requests to local municipalities for review and zoning approval and email requests to contractors for site plans.
2. Provide assistance as needed in development of the annual Building Department budget.
3. Provide clerical assistance to Building Official including, processing building permits, issuing CO's, verifying that all requirements are met for full or Temporary CO.
4. Oversee permit application process and tracking.
5. Submit Requests for third party Plan Review – Commercial Building Projects and MEP's
6. Intake applications, process Change of Occupant Applications and create projects in BS&A.
7. Provide documentation for FOIA requests.
8. Coordinate inspector staffing coverage as needed.
9. Coordinate the activities of the Building Department in order to keep business running

CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: BUILDING DEPARTMENT COORDINATOR

smoothly and concisely.

10. Maintain current knowledge of relevant codes, ordinances, and fee schedules.
11. Ensure compliance with Township and state codes/ordinances.
12. Assist Building Department Administrative Assistant as needed.

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

Employment Qualifications:

- EDUCATION: High School graduate or equivalent.
- Must be able to meet prescribed typing and computer standards in effect at the time of hire as well as operate all standard office equipment and software.
- Proficiency in Microsoft Office Suite is required.
- Detail oriented with strong organization skills with the ability to prioritize and handle multiple requests efficiently. Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Excellent written and verbal communication skills, including advanced proficiency in English grammar and legal writing.
- Detail-oriented with the ability to manage complex files and deadlines independently.
- Strong interpersonal communications skills, both oral and written.

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

CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: ~~ADMINISTRATIVE ASSISTANT~~ PARKS & MAINTENANCE COORDINATOR

General Summary:

Under the direct supervision of the ~~Personnel Director or their designee~~ Parks Director, performs a variety of administrative duties to ensure the overall functioning of Township business by supporting ~~various~~ the Parks & Maintenance departments.

Essential Job Functions:

The physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this position. Reasonable accommodation may be made upon request to enable an individual with a disability to perform these essential job functions. The employee must be able to read and analyze correspondence, contracts, ordinances, reports, etc. This requires the ability to open and sort the mail, review and sort documents and distribute documents which requires the employee to be able to lift, move and manipulate such items, and to deliver such documents to office personnel. The employee must be able to exercise reasonably proficient typing skills. In addition, the employee must have the necessary dexterity to operate a computer to research and write reports. To perform these functions, the employee must be able communicate with others, including the ability to type, make calls, schedule appointments, and type memorandums. Will be required to attend and assist at some meetings to provide, as well as disseminate information on behalf of the Township to interface with those inside and outside the office. This will require the employee to physically attend all the required meetings, to gather information and communicate to the various boards and commissions on Township positions. The employee may also be required to assist Township departments orally and in writing and be able to physically meet with various Department Heads to assist in that regard.

Typical Responsibilities:

- ~~1. Prepares correspondence, reports, and other documents for, or on behalf of, assigned Department(s).~~
- ~~2. Reviews incoming correspondence and assesses priority. Intake to a variety of customer service issues including inquiries, complaints, and correspondence from the public, other agencies, staff, and elected officials in professional manor with high emotional intelligence. Answers frequently asked questions. May be requested to follow up and provide response after technical information is provided by professional and technical staff.~~
- ~~3. Reviews, proofreads, and edits documents such as public relations and educational materials, reports, contracts, grant applications, board memos and correspondence.~~
- ~~4. Drafts detailed letters, newsletter articles, transmittals, and reports independently or from brief direction from professional staff in accordance with established procedures and legal requirements.~~

CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: ~~ADMINISTRATIVE ASSISTANT~~ PARKS & MAINTENANCE COORDINATOR

- ~~5. Record organization and management for the various Department(s) as assigned.~~
- ~~6. Serves as support and/or liaison for various boards and committees, which includes coordination and facilitation of Department events.~~
- ~~7. Helps organize meetings and calendars.~~
- ~~8. Coordinates special projects and prepares related reports. May include conducting surveys, researching equipment, and contacting vendors, collecting data, and gathering and compiling background information.~~
- ~~9. Responsible for generating monthly budget reports and expenditure tracking.~~
- ~~10. Keeps abreast of current issues, new administrative techniques, and developments in the public administration field through continued education and professional growth. Attend conferences, workshops, and seminars as appropriate.~~
- ~~11. Establishes and maintains cooperative relationships with other departments, citizens, community and business interests, peer agencies and related interests.~~
1. Coordinate and support daily operations for the Parks and Maintenance Departments.
2. Provide advanced administrative and operational support to department leadership.
3. Organize and prioritize multiple projects, assignments, schedules, and departmental initiatives.
4. Serve as a liaison between Township staff, contractors, vendors, volunteers, committees, and the public.
5. Maintain departmental records, reports, documentation, and communications.
6. Prepare correspondence, presentations, spreadsheets, meeting agendas, packets, minutes, and other materials.
7. Respond to inquiries and provide information regarding departmental programs, services, and events.
8. Evaluate workflows and implement procedures, tracking systems, and organizational improvements to increase efficiency.
9. Coordinate operations and communications for Township committees, volunteer groups, and community organizations.
10. Assist with volunteer coordination, including scheduling, communication, and tracking.
11. Plan and coordinate logistics, communications, promotions, and operational support for community events and programs, including Music in the Park and the Drake Farmstead Fall event.
12. Collaborate with vendors, sponsors, contractors, entertainers, volunteers, and Township staff to support successful operations and events.
13. Assist with budgeting, financial tracking, accounts payable, invoice processing, reporting, and operational data analysis.

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

CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: ~~ADMINISTRATIVE ASSISTANT~~PARKS & MAINTENANCE COORDINATOR

Employment Qualifications:

- EDUCATION: High School graduate or equivalent.
- Must be able to meet prescribed typing and computer standards in effect at the time of hire as well as operate all standard office equipment and software.
- Proficiency in Microsoft Office Suite is required.
- Strong interpersonal communication skills, both oral and written.
- Excellent written and verbal communication skills, including advanced proficiency in English grammar.
- Detail oriented with strong organization skills with the ability to prioritize and handle multiple requests efficiently.

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

CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: **PARKS & MAINTENANCE COORDINATOR**

General Summary:

Under the direct supervision of the Parks Director, performs a variety of administrative duties to ensure the overall functioning of Township business by supporting the Parks & Maintenance departments.

Essential Job Functions:

The physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this position. Reasonable accommodation may be made upon request to enable an individual with a disability to perform these essential job functions. The employee must be able to read and analyze correspondence, contracts, ordinances, reports, etc. This requires the ability to open and sort the mail, review and sort documents and distribute documents which requires the employee to be able to lift, move and manipulate such items, and to deliver such documents to office personnel. The employee must be able to exercise reasonably proficient typing skills. In addition, the employee must have the necessary dexterity to operate a computer to research and write reports. To perform these functions, the employee must be able to type, make calls, schedule appointments, and type memorandums. Will be required to attend and assist at some meetings to provide, as well as disseminate information on behalf of the Township to interface with those inside and outside the office. This will require the employee to physically attend all the required meetings, to gather information and communicate to the various boards and commissions on Township positions. The employee may also be required to assist Township departments orally and in writing and be able to physically meet with various Department Heads to assist in that regard.

Typical Responsibilities:

1. Coordinate and support daily operations for the Parks and Maintenance Departments.
2. Provide advanced administrative and operational support to department leadership.
3. Organize and prioritize multiple projects, assignments, schedules, and departmental initiatives.
4. Serve as a liaison between Township staff, contractors, vendors, volunteers, committees, and the public.
5. Maintain departmental records, reports, documentation, and communications.
6. Prepare correspondence, presentations, spreadsheets, meeting agendas, packets, minutes, and other materials.
7. Respond to inquiries and provide information regarding departmental programs, services, and events.
8. Evaluate workflows and implement procedures, tracking systems, and organizational

CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: PARKS & MAINTENANCE COORDINATOR

improvements to increase efficiency.

9. Coordinate operations and communications for Township committees, volunteer groups, and community organizations.
10. Assist with volunteer coordination, including scheduling, communication, and tracking.
11. Plan and coordinate logistics, communications, promotions, and operational support for community events and programs, including Music in the Park and the Drake Farmstead Fall event.
12. Collaborate with vendors, sponsors, contractors, entertainers, volunteers, and Township staff to support successful operations and events.
13. Assist with budgeting, financial tracking, accounts payable, invoice processing, reporting, and operational data analysis.

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

Employment Qualifications:

- EDUCATION: High School graduate or equivalent.
- Must be able to meet prescribed typing and computer standards in effect at the time of hire as well as operate all standard office equipment and software.
- Proficiency in Microsoft Office Suite is required.
- Strong interpersonal communication skills, both oral and written.
- Excellent written and verbal communication skills, including advanced proficiency in English grammar.
- Detail oriented with strong organization skills with the ability to prioritize and handle multiple requests efficiently.

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

**CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION**

Position Title: **OPERATIONS ~~COORDINATOR~~ MANAGER**

General Summary:

Under the direct supervision of the Township Supervisor, performs a variety of municipal operation duties. Under the direction of the Township Supervisor, performs duties supporting township operations, project management, process improvement, and cross-departmental coordination.

Essential Job Functions:

The physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this position. Reasonable accommodation may be made upon request to enable an individual with a disability to perform these essential job functions. The employee must be able to read and analyze correspondence, contracts, ordinances, reports, etc. The employee must be able to exercise reasonably proficient typing skills. In addition, the employee must have the necessary dexterity to operate a computer. To perform these functions, the employee must be able to read, write, and speak English and communicate with others, including the ability to type, make calls, schedule appointments, and prepare memorandums. The employee will be required to attend and assist at some meetings to present, as well as disseminate information on behalf of the Township to interface with those inside and outside the office. This will require the employee to physically attend all of the required meetings, be prepared to speak in English to those persons in attendance, and to gather information and communicate to the various boards and commissions on Township positions. The employee may also be required to assist Township departments orally and in writing and be able to physically meet with various department heads.

Typical Responsibilities:

1. Prepare, draft, review, proofread, and edit correspondence, reports, contracts, grant applications, board memoranda, policy documents, newsletters, and public information materials to ensure accuracy and compliance.
- 1.2. Assist and support the Township Supervisor. and departmental input
— Review and prioritize incoming correspondence and manage a wide range of inquiries, complaints, and communications from the public, agencies, staff, and elected officials with professionalism and discretion.
3. Lead strategic writing and planning efforts, including grant proposals, analytical reports, and documentation supporting leadership decision-making and long-term planning. Lead strategic writing and planning efforts, including grant proposals, analytical reports, and documentation supporting leadership decision-making and long-term planning.
4. Independently initiate, design, and implement Township-wide process improvements, workflow systems, and operational procedures; develop standards and documentation to ensure consistent adoption.
5. Coordinate and manage special projects and complex, cross-departmental initiatives; conduct research, analyze data, evaluate processes, and present recommendations to improve Township operations.

Effective Date: 03/25/25TBD

**CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION**

Position Title: OPERATIONS ~~COORDINATOR~~ MANAGER

6. Plan and deliver staff training and guidance materials; lead change management efforts including communication, rollout of tools/templates, and long-term integration of improved procedures.
7. Evaluate organizational workflows and business processes, recommend improvements, and lead implementation of enhanced procedures to strengthen coordination and efficiency.
8. Develop and manage Requests for Proposals (RFPs) and related procurement documentation for Township projects; coordinate stakeholder input and ensure timely completion.
9. Develop governance standards, documentation, and best practices to support consistent adoption of improved organizational processes.
~~Plan and deliver staff training and guidance materials; lead change management efforts including stakeholder communication and long-term process integration.~~
10. Serve as staff support and liaison for boards and committees; prepare agendas and meeting materials, distribute packets, and record and transcribe minutes.
11. Organize and coordinate meetings between Township staff, officials, residents, developers, and stakeholders; maintain cooperative working relationships across departments and community partners.
12. Maintain and improve office records and file systems, including archival preparation, records organization, data entry, and updating forms and templates to improve efficiency.
13. Provide high-level operational support across functional areas as needed to ensure continuity of leadership-level responsibilities; remain current on legislation, policies, and public administration best practices through ongoing professional development.
14. Represent the Township on assigned committees and internal teams.
- ~~2. Prepare correspondence, reports, and other documents.~~
- ~~3. Review incoming correspondence and assess priority. Intake a variety of customer service issues including inquiries, complaints, and correspondence from the public, other agencies, staff, and elected officials in a professional manner with high emotional intelligence.~~
- ~~4. Review, proofread, and edit documents such as public relation and educational materials, reports, contracts, grant applications, board memos, and other correspondence.~~
- ~~5. Draft detailed letters, newsletter articles, transmittals, and reports independently or with brief directions from professional staff in accordance with established procedures and legal requirements.~~
- ~~6. Assist in updating forms and common document templates annually. Incorporates any feedback to improve process and forms.~~
- ~~7. Perform data entry/retrieval, maintenance of office file systems and forms (including preparation of records for archives, scanning files for digital storage, database population and updating).~~
- ~~8. Serve as support and/or liaison for various boards and committees. Prepare agendas with supporting materials and compile and distribute packets; take and transcribe minutes.~~
- ~~9. Help organize requested meetings between Township staff/officials and residents, builders, developers, etc.~~

Effective Date: 03/25/25TBD

**CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION**

Position Title: OPERATIONS ~~COORDINATOR~~ MANAGER

10. ~~Coordinate special projects and prepare related reports. May include conducting surveys, researching equipment, contacting vendors, collecting data, and gathering and compiling background information.~~
11. ~~Assist the Township Supervisor in the annual budgeting process.~~
12. ~~Keeps abreast of current issues, changing legislation and policies, new administrative techniques, and developments in the public administration field through continued education and professional growth. Attend conferences, workshops, and seminars as appropriate.~~
13. ~~Establish and maintain cooperative relationships with other departments, citizens, community and business interests, peer agencies, and related interests.~~

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

Employment Qualifications:

- EDUCATION: Bachelor's degree or equivalent coursework in business administration, public administration, or related field.
- Knowledge of government operations, public administration, and budgeting practices.
- Proficiency in Microsoft Office Suite is required.
- Experience with BS&A software is preferred.
- Strong interpersonal communication skills, both oral and written.
- Excellent written and verbal communication skills, including advanced proficiency in English grammar.
- Detail oriented with strong organization skills with the ability to prioritize and handle multiple requests efficiently.

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

CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: **OPERATIONS MANAGER**

General Summary:

Under the direction of the Township Supervisor, performs duties supporting township operations, project management, process improvement, and cross-departmental coordination.

Essential Job Functions:

The physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this position. Reasonable accommodation may be made upon request to enable an individual with a disability to perform these essential job functions. The employee must be able to read and analyze correspondence, contracts, ordinances, reports, etc. The employee must be able to exercise reasonably proficient typing skills. In addition, the employee must have the necessary dexterity to operate a computer. To perform these functions, the employee must be able to type, make calls, schedule appointments, and prepare memorandums. The employee will be required to attend and assist at some meetings to present, as well as disseminate information on behalf of the Township to interface with those inside and outside the office. This will require the employee to physically attend all of the required meetings, and to gather information and communicate to the various boards and commissions on Township positions. The employee may also be required to assist Township departments orally and in writing and be able to physically meet with various department heads.

Typical Responsibilities:

1. Prepare, draft, review, proofread, and edit correspondence, reports, contracts, grant applications, board memoranda, policy documents, newsletters, and public information materials to ensure accuracy and compliance.
2. Assist and support the Township Supervisor.
3. Lead strategic writing and planning efforts, including grant proposals, analytical reports, and documentation supporting leadership decision-making and long-term planning.
4. Independently initiate, design, and implement Township-wide process improvements, workflow systems, and operational procedures; develop standards and documentation to ensure consistent adoption.
5. Coordinate and manage complex, cross-departmental initiatives; conduct research, analyze data, evaluate processes, and present recommendations to improve Township operations.
6. Plan and deliver staff training and guidance materials; lead change management efforts including communication, rollout of tools/templates, and long-term integration of improved procedures.
7. Evaluate organizational workflows and business processes, recommend improvements, and lead implementation of enhanced procedures to strengthen coordination and efficiency.
8. Develop and manage Requests for Proposals (RFPs) and related procurement documentation for Township projects; coordinate stakeholder input and ensure timely completion.
9. Develop governance standards, documentation, and best practices to support consistent adoption of improved organizational processes.

Effective Date: 05/27/26

**CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION**

Position Title: OPERATIONS MANAGER

10. Serve as staff support and liaison for boards and committees; prepare agendas and meeting materials, distribute packets, and record and transcribe minutes.
11. Organize and coordinate meetings between Township staff, officials, residents, developers, and stakeholders; maintain cooperative working relationships across departments and community partners.
12. Maintain and improve office records and file systems, including archival preparation, records organization, data entry, and updating forms and templates to improve efficiency.
13. Provide high-level operational support across functional areas as needed to ensure continuity of leadership-level responsibilities; remain current on legislation, policies, and public administration best practices through ongoing professional development.
14. Represent the Township on assigned committees and internal teams.

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

Employment Qualifications:

- EDUCATION: Bachelor’s degree or equivalent coursework in business administration, public administration, or related field.
- Knowledge of government operations, public administration, and budgeting practices.
- Proficiency in Microsoft Office Suite is required.
- Experience with BS&A software is preferred.
- Strong interpersonal communication skills, both oral and written.
- Excellent written and verbal communication skills, including advanced proficiency in English grammar.
- Detail oriented with strong organization skills with the ability to prioritize and handle multiple requests efficiently.

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

CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: GENERAL MAINTENANCE INTERN

General Summary:

Under the direction of the Maintenance Director, this position is responsible for assisting with maintaining all Township property & equipment.

Essential Job Functions:

The physical demands described hereafter are representative of those that must be met by the intern to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the intern is frequently required to stand, sit, walk, talk, climb and hear; use hands to handle and operate tools, objects, or controls. The intern is required to climb stairs, stoop, kneel and crouch. The intern must frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds. The intern must have the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sizes, and sounds associated with the job. Ability to work under conditions where exposure to environmental factors such as temperature variations and extremes, odors, noise, machinery, electrical current, wetness, dirt and dust may cause discomfort.

Typical Responsibilities:

1. Assist with repairs and preventive maintenance of all Township property & equipment.
2. Assist with landscape tasks, mowing, trimming and trail maintenance.
3. Assist with general maintenance, custodial, & trash removal.
4. Operate a wide range of equipment (tractors, snowplows, mowers, chainsaws, etc.)
5. Assist with calls of malfunctions to locate and eliminate in non-routine & emergency situations.
6. Complete special projects that aim to improve operations related to maintenance.

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: Desire (1) Year Maintenance experience. Must have good general mechanical ability and knowledge.
- Practical knowledge of grounds keeping and snow removal.
- Practical knowledge of servicing facilities, systems and equipment.
- Excellent organization & communication skills.
- Excellent written and verbal communication skills, including advanced proficiency in English grammar.
- Basic computer skills (Microsoft Office Suite)

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



OSHTEMO RESIDENTS

TOWNSHIP BOARD
 Trustee Zak Ford, Trustee Michael Chapman, Trustee Kristin Cole, Trustee Neil Sikora
 Supervisor Cheri Bell, Treasurer Clare Buszka, Clerk Dusty Farmer

Township Attorney
 Paralegal Manager
 Legal Assistant

CLERK

Deputy Clerk
 Clerk's Assistant

Accountant

SUPERVISOR

Deputy Supervisor

TREASURER

Deputy Treasurer

Operations Manager

Receptionist

HUMAN RESOURCES
 Personnel Director
 HR Director
 HR Coordinator

ORDINANCE ENFORCEMENT
 OE Manager
 OE Officer

INFORMATION TECHNOLOGY
 IT Director
 Deputy Fire Chief
 Line Captains (6)
 Firefighters (12)
 Paid on Call Firefighters

FIRE DEPARTMENT
 Fire Chief
 Asst Fire Chief & Fire Marshal
 Training & Safety Captain
 Cpt of Comm Risk Reduction
 Administrative Assistant

PLANNING
 Planning Director
 Zoning Administrator
 Zoning Administrator
 Operations Manager

PUBLIC WORKS
 Public Works Director
 Project Manager
 Township Engineer
 GIS Specialist

PARKS
 Parks Director
 Parks Coordinator
 Public Engagement Specialist
 Park Range
 Parks Intern
 Seasonal Gardener

ASSESSING
 Assessor
 Assistant Assessor

MAINTENANCE
 Maintenance Director
 General Maintenance
 General Maintenance
 Maintenance Coordinator
 General Maintenance Intern
 Seasonal Park Ranger

BUILDING DEPARTMENT
 Building Official
 Building Dept Coordinator
 Admin Asst.

MEDIA & COMMUNICATIONS
 Media & Communications Manager

Budget Amendment Breakdown

FROM	249-371-70200	Building Salaries	\$9,500.00
	249-371-71500	Building FICA	\$760.00
	249-371-72200	Building Retirement	\$950.00
	249-371-70200	Building Salaries	\$9,500.00
	249-371-71500	Building FICA	\$760.00
	249-371-72200	Building Retirement	\$950.00
	101-215-70200	Clerk Salaries	\$9,500.00
	101-215-71500	Clerk FICA	\$800.00
	101-215-72200	Clerk Retirement	\$1,000.00
TO	107-756-70210	Parks Salaries	\$9,500.00
	107-756-71500	Parks FICA	\$760.00
	107-756-72200	Parks Retirement	\$950.00
	101-249-70200	General Operations Salaries	\$9,500.00
	101-249-71500	General Operations FICA	\$760.00
	101-249-72200	General Operations Retirement	\$950.00
	101-171-70200	Supervisor Salaries	\$9,500.00
	101-171-71500	Supervisor FICA	\$800.00
	101-171-72200	Supervisor Retirement	\$1,000.00

PLEASE NOTE: \$13,000 of this budget amendment is to reallocate the current Administrative Assistant salary, which is 33.00% Building, from the Building fund to the Parks & General Operations funds.

This page intentionally left blank.

Memorandum

Date: May 19, 2026
To: Township Board
From: Dusty Farmer, Clerk
Subject: 2026 August Primary Assistance



Objective

Motion to approve the budget amendment for \$2250 for election day assistance from ES&S.

Background

The Absentee Voter Counting Board (AVCB) has been refining its processes for the high-speed tabulator to improve efficiency and accuracy. The primary Election Chair who has assisted with this process development is unavailable to work the August Primary. To address this gap, I consulted our tabulator vendor regarding available support options. The vendor advised that election day assistance is available at a cost of \$2,250 for an on-site team member for the full day. I believe this support is important to help maintain the efficiency and accuracy of AVCB operations during the August Primary.

BUDGET AMENDMENT

From 101-000-40000 Carryover
To 101-262-90400 Election Support

Core Values

(Public Service, Integrity)