

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

**December 14, 2021**

Refer to [www.oshtemo.org](http://www.oshtemo.org) home page for Virtual Meeting Information

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

1. Call to Order
2. Roll Call & Remote Location Identification
3. Pledge of Allegiance
4. Public Comment on Non-Regular Session Items

**WORK SESSION ITEMS**

5. Discussion of 4<sup>th</sup> Quarter Budget Amendments
6. Other Updates & Business

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

**REGULAR SESSION ITEMS – 7:15 P.M.**

7. Consent Agenda
  - a. Approve Minutes – November 9th, 2021 Regular Meeting
  - b. Receipts & Disbursements Report
  - c. Board & Committee Appointments
  - d. 2022 Financial Depositories
  - e. Fire Chief Job Description Amendment
  - f. Employee Handbook Amendments – Holidays (formatting) & POC Holidays Amendments
  - g. Kalamazoo Area Transportation (KATS) Agreement Renewal
  - h. KL Avenue Path Project Professional Services
  - i. Parkview Ave Field Survey
  - j. Employee Holiday Dinner
  - k. 4<sup>th</sup> Quarter Budget Amendments
8. Consideration of 2022 Poverty Exemption Standards
9. Public Comment
10. Board Member Comments
11. 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 am- 5:00 pm, and on Friday 8:00 am-1:00 pm. Additionally, questions and concerns are accepted at all hours through the website contact form found at [www.oshtemo.org](http://www.oshtemo.org), email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to [oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org) and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees		
<b><u>Supervisor</u></b>		
Libby Heiny-Cogswell	216-5220	<a href="mailto:libbyhc@oshtemo.org">libbyhc@oshtemo.org</a>
<b><u>Clerk</u></b>		
Dusty Farmer	216-5224	<a href="mailto:dfarmer@oshtemo.org">dfarmer@oshtemo.org</a>
<b><u>Treasurer</u></b>		
Clare Buszka	216-5260	<a href="mailto:cbuszka@oshtemo.org">cbuszka@oshtemo.org</a>
<b><u>Trustees</u></b>		
Cheri L. 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>		
Mark Barnes	375-0487	<a href="mailto:mbarnes@oshtemo.org">mbarnes@oshtemo.org</a>
<b><u>Ordinance Enf:</u></b>		
Rick Suwarsky	216-5227	<a href="mailto:rsuwarsky@oshtemo.org">rsuwarsky@oshtemo.org</a>
<b><u>Parks Director:</u></b>		
Karen High	216-5233	<a href="mailto:khigh@oshtemo.org">khigh@oshtemo.org</a>
Rental Info	216-5224	<a href="mailto:oshtemo@oshtemo.org">oshtemo@oshtemo.org</a>
<b><u>Planning Director:</u></b>		
Iris Lubbert	216-5223	<a href="mailto:ilubbert@oshtemo.org">ilubbert@oshtemo.org</a>
<b><u>Public Works:</u></b>		
Marc Elliott	216-5236	<a href="mailto:melliott@oshtemo.org">melliott@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: 894 7769 3113**

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: **894 7769 3113#**

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



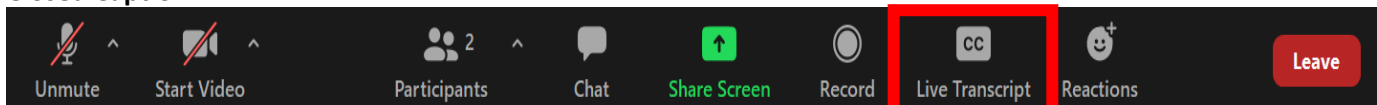
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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”.

## Libby Heiny-Cogswell

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**From:** George Betten @ Betten Real Estate <gkbetten@netzero.net>  
**Sent:** Friday, December 3, 2021 9:14 PM  
**To:** Libby Heiny-Cogswell  
**Subject:** Oshtemo Sewer Expansion

**CAUTION: External Email**

To whom it may concern,

I am a resident of Oshtemo Township (5690 Castleton Ln) in the proposed sewer expansion area and a long time Realtor in the Greater Kalamazoo Area.

As a Realtor I have had many experiences selling homes both with and without public sewer. I can definitely say that buyers prefer homes with public sewer. Many buyers won't even look at a home that does not have public sewer. Public sewer also adds value to the home.

As a homeowner, I would prefer public sewer in my neighborhood as well. My septic system is aging and is showing signs of its age. I believe many septic systems in this neighborhood are in the same condition as mine. I suspect that most homeowners do not know that state of their system. They simply don't know how the system works, don't maintain their system, and do not have the tank pumped regularly. Septic systems are an out of sight, out of mind type of issue. They don't know that they are soon in for a potential disaster.

I realize that people don't want to put out a bunch of money on something they don't understand, but this is a pay me now or pay me later situation.

Please continue to push this issue.

Feel free to share this email.

Thanks,

George Betten  
"Do Better with Betten"  
Betten Real Estate  
Broker/Owner  
Ph 269-341-5690

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- [In Parkland, a New Threat: 'I Hope Y'all Aren't Snitches'](#)
- [Texas Begins Restricting Abortion Pills](#)

## OSHTEMO BOARDS (formal)

\*Bold Font Indicates Proposed Changes. Others are Elected or Continuing

Effective December 15th, 2021

TITLE	Members	Dates	Term/End Date
Board of Review	<b>Fred Gould</b>	<i>March, July, &amp; December</i>	<b>12.31.2022</b>
<i>Two Year Term, Start Jan 1, Odd Years</i>	<b>Kitty Gelling</b>		<b>12.31.2022</b>
	<b>Neil Sikora</b>		<b>12.31.2022</b>
	<b>Kim Bourner (1st Alternate)</b>		<b>12.31.2022</b>
	<b>Fred Antosz (2nd Alternate)</b>		<b>12.31.2022</b>
	Libby Heiny-Cogswell		
	Kristine Biddle (Staff)		
CCTA (Public Transit)	Dusty Farmer		
Corridor Improvement Authority (SoDA)	OPEN	<i>June &amp; December, noon</i>	12.31.2023
<i>5 to 9 members</i>	Joe Gesmundo, AVB (Developer)		12.31.2024
<i>Majority with ownership or bus int</i>	Dale Shugars (County Rep)	<i>(appointed by County per agreemnt)</i>	12.31.2022
<i>At least 1 resident (w/in 1/2 mile)</i>	<b>Corey Ashley, Grp. Mktg. Cvcs., (Business Rep)</b>		<b>12.31.2021</b>
<i>Four year term staggered terms</i>	<b>Kelly Bringman, Nottingham Apts. (Mgr)</b>		<b>12.31.2021</b>
	Dennis Patzer, At Large (School Admin)		12.31.2022
	Theresa Spurr, (Spurr Dental)		12.31.2022
	Libby Heiny-Cogswell (TB Liason)		
	Iris Lubbert (Staff)		
Dangerous Building Hearing Officer	Dave Breytone	<i>Supervisor appointment</i>	
DDA (9-13 Members)	<b>Stephen Dallas (Interest)</b>	<i>3rd Thurs, every other</i>	<b>12.31.2025</b>
<i>9-13 Members</i>	<b>Grant Taylor (At Large)</b>	<i>month, starting Jan, noon</i>	<b>12.31.2025</b>
<i>Majority with ownership or bus int</i>	Dick Skalski (At Large)		12.31.2024
<i>At least 1 resident (w/in 1/2 mile)</i>	Ryan Winfield (Resident/Interest)		12.31.2024
<i>Four year term staggered terms</i>	Themis Corakis (Interest)		12.31.2023
	Rich MacDonald (Interest)		12.31.2023
	Ryan Wieber (KPL Rep; Interest)		12.31.2022
	Bill Cekola (Interest)		12.31.2022
	Libby Heiny-Cogswell (Twp Supervisor)		
	Iris Lubbert (Staff)		
Environmental Board	Chad Hughson	<i>As needed</i>	12.31.2023
<i>Three Year Terms</i>	Druba Bhattari		12.31.2022
	<b>Neil Sikora</b>		<b>12.31.2021</b>

## OSHTEMO BOARDS (formal)

\*Bold Font Indicates Proposed Changes. Others are Elected or Continuing

Effective December 15th, 2021

TITLE	Members	Dates	Term/End Date
Oshtemo Election Commission	Dusty Farmer	<i>As needed</i>	12.8.2020 to
	Clare Buszka (Treasurer)		
	Zak Ford		
Friends of the Parks	<b>Bruce Dannenhauer</b>	<i>Monthly, 2nd Thursday, 1 pm</i>	<b>12.31.2023</b>
<i>Two Year Term</i>	<b>Jan Gibes</b>		<b>12.31.2023</b>
	<b>Dennis Patzer</b>		<b>12.31.2023</b>
	Deb Everett		12.31.2022
	David Walsh		12.31.2022
	Libby Heiny-Cogswell (TB Liason)		12.31.2022
	Cheri Bell (TB Liason)		12.31.2022
Records Management	Dusty Farmer, Chair		
	Marc Elliott		
	Libby Heiny-Cogswell		
	Mark Barnes		
	Greg McComb (as needed)		
	Yvonne Rummery		
	Ric Keinbaum (Staff)		
	Karen High (Staff, as needed)		
Joint Boards Meetings	Township Board	<i>3rd Tuesday, 6 pm, Twice Annually</i>	
	Zoning Board of Appeals		
	DDA & SoDA		
	Friends of the Parks		
	Iris Lubbert (Staff)		
SMBA (Southwest Michigan Building Authority)	Cheri Bell		
Supervisor, Clerk, Treasurer	Dusty Farmer		
KATS Policy (Kalamazoo Area	Libby Heiny-Cogswell (Primary)	<i>Monthly, 4th Wed, 9 am</i>	
Transportation Study (2 votes)	Dusty Farmer (Alternate)		
KATS Technical (2 votes)	Iris Lubbert or Colten Hutson (Planning Staff)	<i>Monthly, 2nd Thursday, 9 am</i>	
	Marc Elliott or Anna Horner (Public Works Staff)		
Kalamazoo Regional Water	Libby Heiny-Cogswell, Regional Chair		
& Wastewater Commission	Dusty Farmer (Alternate )		
	Jim Porter (Staff)		

\*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	Members	Dates	Term/End Date
Board & Committee	Libby Heiny-Cogswell	<i>As needed</i>	
Appointments	Cheri Bell		
	Dusty Farmer		
Buildings and Grounds	Libby Heiny-Cogswell	<i>Quarterly @ 8:00 a.m.</i>	
	Dusty Farmer, TB		
	Carl Benson (Resident)		
	Mark Barnes (Staff)		
	Rick Everett (Staff)		
Capital Improvement (CIC)	Zak Ford, TB	<i>Quarterly, Jan, Apr, July, Oct</i>	
	Libby Heiny-Cogswell, TB	<i>3rd Tues. @ 1pm</i>	
	Clare Buszka (TB)		
	Tim Mallett (Resident)		
	Phil Doorlag (Resident)		
	Bernie Mein		
	Anna Horner (Staff)		
	Marc Elliott (Staff)		
HARC (Hardship Advisory Review Committee); 3 year, staggered terms	<b>Fred Gould (BOR)</b>		<b>12/31/2024</b>
	Jeff Parson (Resident-at-large)		12/31/2022
	Neil Sikora (BOR)		12/31/2023
	Clare Buszka (TB Treasurer)		TermofOffice
	Libby Heiny-Cogswell (TB Supervisor)		TermofOffice
IT Committee	Dusty Farmer (TB)	<b>As Needed</b>	
	Libby Heiny-Cogswell (TB Supervisor)		
	<b>Anna Versalles (Resident)</b>		
	Marc Elliott (Staff)		
	Scott Fuller (Staff)		
	Jon Gibson (Staff)		

\*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	Members	Dates	Term/End Date
"Legislative Breakfast"	Open to Entire Board	<i>Quarterly</i>	
(Southwest Michigan First)		<i>8am - 9am</i>	
Kalamazoo Brownfield Authority	Iris Lubbert (Staff)	<i>4th Thursday of each Month @ 4:00pm</i>	
Kalamazoo County Transit Authority	Dusty Farmer, Attendee	<i>2nd &amp; 4th Monday, 5:30 p.m.</i>	
HR (Human Resources)	Libby Heiny-Cogswell, TB, Personnel Director	<i>As Needed</i>	
<i>Board Group</i>	Dusty Farmer, TB		
	Cheri Bell, TB		
	Sara Fiester (HR)		
Parks	Libby Heiny-Cogswell, TB	<i>3rd Thursday @ 7:30 a.m.</i>	
	Cheri Bell, TB		
	Kizzy Bradford, TB		
	Deb Everett, Resident		
	Paul Sotherland (At Large)		
	Karen High (Staff)		
Police	Libby Heiny-Cogswell, TB	<i>Quarterly as needed</i>	
	Kristin Cole, TB		
	Zak Ford, TB		
	Mark Barnes (Staff Fire Chief)		
	Jack Shepperly (Staff Police Specialist)		
	Louis Parker III (Resident)		
	Malcolm Blair (Resident)		
	Jim Taylor (Resident)		
	Deb Everett (Resident)		
	Jim Porter (Staff Attorney)		
Safety	Mark Barnes (Staff)	<i>As needed</i>	
	Kristine Biddle (Staff)		
	Rick Everett (Staff)		
	Linda Potok (Staff)		



\*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	Members	Dates	Term/End Date
Solid Waste Committee	Kizzy Bradford (Trustee)	<i>As needed</i>	
	Cheri Bell (Trustee)		
	Libby Heiny-Cogswell (Supervisor; Ex Officio)		
	Harry Jachym (Resident)		
	Dexter Mitchell (Resident)		
	(Resident)		
	George Fiala (Resident)		
Sunshine	Cheryl Moeslin		
<i>Manage voluntary contributions from staff to recognize employee life events</i>	Linda Potok		
	Sara Feister (Staff)		
Wellhead Protection Team	Iris Lubbert/Colten Hutson (Staff)	<i>Quarterly (approx)</i>	
Fire Hire Committee	Libby Heiny-Cogswell - TB	<i>As needed through Fire Chief Hire</i>	
(Ad Hoc until Hire)	Kizzy Bradford - TB		
	Kristin Cole - TB		
	Greg McComb - Staff/Deputy Fire Chief		
	Shane Chambers - Staff/Full Time FF		
	Rick Crepas - Staff/POC FF		
	Louis Parker III - Resident		
	Deb Everett - Resident		
	Brian Sturdivant - Peer Professional, Battle Creek Fire Chief		
	Sara Feister (Staff Support)		

## 2022 DEPOSITORIES

There are no changes or additions from Depositories used in 2021.

DEPOSITORY	ADDRESS
CONSUMERS CREDIT UNION	6699 West Main Kalamazoo, MI 49009
FIFTH THIRD BANK	4705 West Main Street Kalamazoo MI
FIRST NATIONAL BANK OF MICHIGAN	5313 West Main St. Kalamazoo, MI 49009
HUNTINGTON NATIONAL BANK	PO Box 1558 EA1W37 Columbus, OH 43216
MBIA CLASS	3135 S State Street Ste 108 Ann Arbor, MI 48108
MERS OF MICH	1134 Municipal Way Lansing, MI 48917
MERCANTILE BANK	5610 Bryon Center Ave SW Wyoming, MI 49519
PNC	5299 West Main Street Kalamazoo MI
1 <sup>ST</sup> SOURCE BANK	200 W. Michigan Ave Kalamazoo, MI 49007
CIBC	2301 W. Big Beaver Ste 525 Troy, MI 48084

**THE PRIVATEBANK**

38505 Woodward Avenue Ste 1300  
Bloomfield Hills, MI 48304

**OLD NATIONAL BANK**

220 n. Drake Rd  
Kalamazoo, MI 49009

**ADVIA CREDIT UNION**

4308 W. Main St  
Kalamazoo, MI 49009

# Memo

**To:** Oshtemo Charter Township Board

**From:** Sara Feister, HR/Benefit Coordinator

**Date:** 12/14/21

**Re:** Fire Chief Job Description

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**OBJECTIVE:**

Requesting Board consideration to revise the Fire Chief job description to remove outdated information & language regarding physical requirements.

**ADDITIONAL INFORMATION:**

We are removing physical requirement after discussions during hiring process as well as committee discussions. The typical responsibilities remain under review and will go to the Board in 2022. Other modest changes to the job description are also being made to better align with the work the position is currently responsible for today and will be responsible for moving forward.

## CHARTER TOWNSHIP OF OSHTEMO

### POSITION DESCRIPTION

**Position Title:** FIRE CHIEF

**General Summary:**

Under the direct supervision of the Township ~~Supervisor and in coordination with the Fire Commissioner~~, this is a department head level position. It is a highly responsible position requiring abundant ~~self-motivational~~~~self-motivational~~ attributes. Strong leadership qualities are necessary in the management of personnel, ~~programs~~~~programs~~, and emergency scenes.

In addition to minimal emergency response duties, this person shall perform various administrative functions within the Fire Department.

This is a full-time, FLSA exempt position.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting. Some work will be accomplished in a vehicle, and outdoor settings in all weather conditions, including temperature extremes during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, ~~fumes~~~~fumes~~, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office like settings and loud at an emergency scene.

**Requirements:**

- Must be 21 years of age or older.
- Must possess, or be able to obtain ~~by time of hire~~~~within 30 days of establishing residency~~, a valid Michigan State driver's license, without record of suspension or revocation in any State.
- No felony convictions or disqualifying criminal histories within the past ten years.
- Must be able to read and write the English language.
- Must be of good moral character and of temperate and industrious habits.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this [firefighting and rescue job 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~~[climb](#), and hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb stairs, stoop, kneel and crouch. Ability to clearly hear and use telephones and other ~~two-way~~[two-way](#) communication devices. ~~Must be able to distinguish between odors.~~

~~While performing the duties of this job, the employee will infrequently be required to balance on a 1 ½" beam, climb exterior ladders to a height of 100', drag a weight of up to 145 pounds for a distance of 40 feet horizontally and up and down 23 steps, wear physically constrictive and confining safety gear, maintain respirator certification by a medical professional and crawl into progressively confining spaces.~~

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to ~~100-70~~ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, ~~odors~~[odors](#), and textures associated with job-related objects, materials and tasks.

Ability to work under conditions where exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, violence, noise, machinery, electrical current, wetness, disease and/or dust, may cause discomfort and where there is a significant risk of injury.

~~Note: The degree and frequency of physical demands versus clerical type duties will be dependent upon the specific rank. i.e. A chief officer will have a much lesser chance of engaging in strenuous physical activities associated with hands-on firefighting than that of a Lt. or firefighter.~~

### **Typical Responsibilities:**

1. Provides leadership and vision to, for and with the organization.
2. Provides representation of the organization on a local, ~~state~~[state](#), and international bases.
- ~~3. Regular sharing of Duty Officer of the Day (DOD) responsibilities during non-business hours.~~
4. May be required to respond to, and perform at, any type of emergency.
- ~~5. Enter immediately dangerous to life and health (IDLH) environments.~~
6. Document events in reports – handwritten and typed, in English.
7. Accepts the responsibility for a variety of administrative functions.

8. ~~In order to remain current on procedures and practices, e~~Employee shall participate in educational seminars, meetings, trainings, and classes as required to maintain current certifications in compliance with state laws & regulations.
9. Works cooperatively with Township, County and State agencies in relation to Fire and EMS services.
10. Performs a variety of other related duties as required or assigned.

**Tools and Equipment Used Include:**

- Motor vehicles – large and small
- ~~Two-way radio equipment~~Communication equipment including two-way radio, personal pager, telephone, video chat, etc.
- ~~Personal pager~~
- ~~Personal computer and related equipment~~Various technological equipment (i.e., computer, tablet)
- ~~Calculator~~
- ~~Telephone~~
- ~~All types of~~ EMS and Fire equipment.

**Minimum Employment Qualifications:**

**RESIDENCY ~~REQUIREMENT:~~**

- Per allowance of Michigan Compiled Laws 15.601-15.603 (Public Act #212 of 1999 or “Residency Act”) fulltime fire personnel may not establish residency further than 20 miles from the nearest Oshtemo Township border. Residence within the Township is highly desirable.

**VEHICLE DRIVERS LICENSE ~~REQUIREMENT:~~**

- Must maintain a current Michigan motor vehicle operator’s license without restrictions (other than corrective lenses requirement.).

**LICENSING/CERTIFICATION(S):**

- Michigan Medical First Responder (MFR). Must meet the requirements of the Michigan Administrative Code as established by the Michigan Department of Licensing and Regulatory Affairs, Firefighter’s Training Counsel for classification as a fire chief pursuant to Rule 29.405a.

**~~TELEPHONE SYSTEM:~~**

- ~~Must maintain either a wire line or mobile telephone system.~~

**EDUCATION:**

- ~~Bachelors~~Bachelor's Degree or higher in a Fire Science related field, or equivalent. Preference will be provided for Fire Science or in a management field applicable to the fire and EMS services.
- ~~Fire Fighter Level II~~
- ~~Michigan Medical First Responder~~
- ~~Fire Officer Certification.~~
- Master's degree or higher in a management field applicable to the fire and EMS services desired.
- Michigan Fire Officer III Certification and/or National Fire Academy's Executive Fire Officer (EFO) certification and/or Chief Fire Officer (CFO) professional credentialing desired.

**EXPERIENCE:**

- Ten (10) years of fire service experience.
- Experience in driving and operating emergency fire service vehicles.
- Experience in program management and administrative duties.
- Experience in top management of a volunteer fire and EMS as Assistant Chief or Fire Chief of a fire department.
- Six (6) years of providing direct personnel supervision.
- Eight (8) years of routinely providing incident command system services.
- Experience negotiating and implementing labor contract provisions
- Skilled in the use of typical office software i.e. Microsoft Word, Excel and PowerPoint.
- \*Any equivalent combination of experience may be considered at the discretion of Oshtemo Charter Township\*

**Desirable Qualifications:**

**EDUCATION:**

- ~~Masters Degree or higher in a management field applicable to the fire and EMS services.~~
- ~~Michigan Fire Officer III Certification and/or National Fire Academy's Executive Fire Officer (EFO) certification and/or Chief Fire Officer (CFO) professional credentialing.~~

**EXPERIENCE:**

- ~~Skilled in the use of computer programs that relate to fire and emergency services.~~
- ~~Twelve (12) years of fire service experience.~~
- ~~Experience in program management and administrative duties.~~
- ~~Six (6) to eight (8) years of providing direct personnel supervision and incident command services.~~

**Flexibility of Rank:**



~~It is expected that it will be periodically necessary for members to temporarily perform the duties of position(s) higher or lower than their own during absences of that person. This will occur with no change in compensation. An exception to this is reflected in Oshtemo Township Employee policy 5.4.~~

**Statement of Stipulation:**

The previous information represents guidelines; alternative qualifications and conditions may be substituted if sufficient to perform the duties required by this position.

This rank description shall not be interpreted as all inclusive. It is intended to identify major responsibilities and requirements of this position. The incumbent will be required to perform job related responsibilities and administrative functions / tasks other than those stated in this description.

This rank description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: ~~09/13/18~~12/14/21

## CHARTER TOWNSHIP OF OSHTEMO

### POSITION DESCRIPTION

**Position Title:** FIRE CHIEF

**General Summary:**

Under the direct supervision of the Township, this is a department head level position. It is a highly responsible position requiring abundant self-motivational attributes. Strong leadership qualities are necessary in the management of personnel, programs, and emergency scenes.

In addition to minimal emergency response duties, this person shall perform various administrative functions within the Fire Department.

This is a full-time, FLSA exempt position.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting. Some work will be accomplished in a vehicle, and outdoor settings in all weather conditions, including temperature extremes during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office like settings and loud at an emergency scene.

**Requirements:**

- Must be 21 years of age or older.
- Must possess, or be able to obtain within 30 days of establishing residency, a valid Michigan State driver's license, without record of suspension or revocation in any State.
- No felony convictions or disqualifying criminal histories within the past ten years.
- Must be able to read and write the English language.
- Must be of good moral character and of temperate and industrious habits.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb stairs, stoop, kneel and crouch. Ability to clearly hear and use telephones and other two-way communication devices.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, and textures associated with job-related objects, materials and tasks.

Ability to work under conditions where exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, violence, noise, machinery, electrical current, wetness, disease and/or dust, may cause discomfort and where there is a significant risk of injury.

### **Typical Responsibilities:**

1. Provides leadership and vision to, for and with the organization.
2. Provides representation of the organization on a local, state, and international bases.
4. May be required to respond to, and perform at, any type of emergency.
6. Document events in reports – handwritten and typed, in English
7. Accepts the responsibility for a variety of administrative functions.
8. Employee shall participate in educational seminars, meetings, trainings, and classes as required to maintain current certifications in compliance with state laws & regulations
9. Works cooperatively with Township, County and State agencies in relation to Fire and EMS services.
10. Performs a variety of other related duties as required or assigned.

### **Tools and Equipment Used Include:**

- Motor vehicles – large and small
- Communication equipment including two-way radio, personal pager, telephone, video chat, etc.
- Various technological equipment (i.e., computer, tablet)
- EMS and Fire equipment.

### **Minimum Employment Qualifications:**

#### RESIDENCY:

- Per allowance of Michigan Compiled Laws 15.601-15.603 (Public Act #212 of 1999 or “Residency Act”) fulltime fire personnel may not establish residency further than 20 miles from the nearest Oshtemo Township border. Residence within the Township is highly desirable.

#### VEHICLE DRIVERS LICENSE:

- Must maintain a current Michigan motor vehicle operator’s license without restrictions (other than corrective lenses requirement.).

#### LICENSING/CERTIFICATION(S):

- Must meet the requirements of the Michigan Administrative Code as established by the Michigan Department of Licensing and Regulatory Affairs, Firefighter’s Training Council for classification as a fire chief pursuant to Rule 29.405a.

#### EDUCATION:

- Bachelor’s Degree or higher in a Fire Science related field, or equivalent.
- Master’s degree or higher in a management field applicable to the fire and EMS services desired.
- Michigan Fire Officer III Certification and/or National Fire Academy’s Executive Fire Officer (EFO) certification and/or Chief Fire Officer (CFO) professional credentialing desired.

#### EXPERIENCE:

- Ten (10) years of fire service experience.
- Experience in driving and operating emergency fire service vehicles.
- Experience in program management and administrative duties.
- Experience as Assistant Chief or Fire Chief of a fire department.
- Six (6) years of providing direct personnel supervision.
- Eight (8) years of routinely providing incident command system services.
- Experience negotiating and implementing labor contract provisions
- Skilled in the use of typical office software i.e. Microsoft Word, Excel and PowerPoint.
- \*Any equivalent combination of experience may be considered at the discretion of Oshtemo Charter Township\*

### **Statement of Stipulation:**

The previous information represents guidelines; alternative qualifications and conditions may be substituted if sufficient to perform the duties required by this position.

This rank description shall not be interpreted as all inclusive. It is intended to identify major responsibilities and requirements of this position. The incumbent will be required to perform job related responsibilities and administrative functions / tasks other than those stated in this description.

This rank description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 12/14/21

# Memo

**To:** Oshtemo Charter Township Board

**From:** Sara Feister, HR/Benefit Coordinator

**Date:** 12/14/21

**Re:** Paid on Call Holiday Pay Proposal

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**OBJECTIVE:**

Requesting Board consideration to revise the current Paid on Call (POC) overtime policy for working on a holiday to expand the hours of overtime credited for working the holiday.

**BACKGROUND:**

POC Firefighters do not receive the holiday payout at the end of the year as the Full Time Firefighters do, so to compensate for this, a policy was implemented to pay the POC Firefighters who pick up holiday shifts an overtime rate of pay for the holiday hours worked according to the current schedule listed in Appendix K.

**PROPOSAL:**

1. The POC Firefighter working on the actual calendar holiday would be paid holiday pay on the calendar holiday, not the day the Township celebrates the holiday. This would help encourage POC Firefighters to work the holiday and compensate them for working that day. The current policy was designed before we had full time staffing to cover the stations during Township holidays when full time office personnel were off.
2. Holiday Pay would be paid for the entire 24-hour shift starting at 07:00 the day of the holiday and ending at 07:00 the following day. Currently a POC who comes to work at 23:00 does not get paid holiday pay even if it is still the holiday. For example, if Independence Day is a Monday, POC are currently being paid Holiday from 07:00 through 23:00, the first 16 hours of the holiday. However, to work the 23:00-07:00 shift, which completes the 24-hour shift through the overnight of the holiday into the next day, the POC is cutting their personal holiday short to be there at 23:00 and should be compensated as such for this completion of the holiday shift.
3. The floating holiday should be set as Easter Sunday rather than a different day every year. Having a floating holiday does not benefit the POC as much as a set holiday does. The POC who works Easter is not necessarily the POC who will work the day the Township assigns as the holiday. Having a set holiday on Easter would benefit the POC working on a day we tend to have issues with staffing due to most people wanting to spend that day with their family.
4. The dates will change each year to reflect the calendar holidays. Having the dates follow the actual day the holiday falls on benefits the POC working that day. POC work 24

hours a day, 7 days a week. Having the holiday pay only on a Monday through Friday schedule would not benefit the POC who is working on said holiday that is falling on the weekend and has dedicated time away from their family, only the POC who picked up that Monday through Friday shift it was recognized on.

Holiday	CURRENT			PROPOSED		
	Start Time	End Time	Hours	Start Time	End Time	Hours
New Year's Day	0:00	23:00	23.00	7:00	7:00	24.00
MLK Jr. Birthday	7:00	23:00	16.00	7:00	7:00	24.00
President's Day	7:00	23:00	16.00	7:00	7:00	24.00
Memorial Day	7:00	23:00	16.00	7:00	7:00	24.00
Independence Day	7:00	23:00	16.00	7:00	7:00	24.00
Labor Day	7:00	23:00	16.00	7:00	7:00	24.00
Veteran's Day	7:00	23:00	16.00	7:00	7:00	24.00
Thanksgiving	7:00	23:00	16.00	7:00	7:00	24.00
Day after Thanksgiving	7:00	23:00	16.00	7:00	7:00	24.00
Christmas Eve	7:00	0:00	17.00	18:00	7:00	13.00
Christmas Day	0:00	23:00	23.00	7:00	7:00	24.00
New Year's Eve	7:00	0:00	17.00	18:00	7:00	13.00
Easter	N/A	N/A	0.00	7:00	7:00	24.00
Floating Holiday	8:00	23:00	15.00	N/A	N/A	0.00

**COST IMPACT:**

1. 2020 POC Total Holiday Overtime Dollars Paid: \$6,087
2. 2021 POC YTD Holiday Overtime Dollars Paid: \$3,741
3. 2021 POC Total Projected Holiday Overtime Dollars Paid: \$6,413
4. 2022 POC Total Projected Holiday Overtime Dollars Paid (REVISED POLICY): \$8,340

**ADDITIONAL INFORMATION:**

1. Appendix K: Overtime Pay for Paid On-Call Firefighters Who Work on a Holiday

# MEMORANDUM



**Date:** December 6, 2021  
**To:** Township Board  
**From:** James Porter  
**Subject:** Revision to Section 5.3 of the Employee Handbook (including deletion of Appendix A, Appendix K, and Section 9.1) and adoption of new formatting.

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## **OBJECTIVE:**

To request the Board's review and adoption of the revised Section 5.3 to the Employee Handbook.

## **BACKGROUND:**

The Board last revised Appendix A in 2019, Appendix K in 2021 (removed and replaced) and Section 5.3 in 2021 (to add a reference to the new Appendix K; the last substantive revision was in 2016). As part of the review and revision of the overall Employee Handbook, it is proposed to combine the current Section 5.3 (Holiday Pay) with Section 9.1 (Holidays), Appendix A (Holidays) and Appendix K (Overtime Pay for Paid On Call Firefighters). Currently, the Handbook has four separate sections/appendices dealing with "Holidays". Section 9.1 (Holidays) currently only refers to Appendix A; Appendix K refers to Section 9.1, which in turn refers to Appendix A; Appendix A has some overlap with Section 5.3. In short, combining all of the "Holiday" sections into one Section (the new Section 5.3) will save space, reduce duplication, and make the policy clearer to staff. Additionally, the proposed new formatting will allow for standardization, save space, and reduce the administrative burden required for editing the Employee Handbook.

## **INFORMATION PROVIDED:**

I have attached the redline removing Section 9.1 (Holidays), Appendix A (Holidays), and Appendix K (Overtime Pay for Paid On Call Firefighters) along with the new Section 5.3 (Holiday Pay) for the Board's review.

The revised new Section 5.3 includes the proposed change to Appendix K regarding POC Holidays addressed in the memo from Sara Feister. If this change is not adopted, the remainder of the new Section 5.3 can be adopted by the Board and changed to include the current POC Holiday hours.

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

I recommend that the Board approve the removal of Section 9.1 (Holidays), Appendix A (Holidays), and Appendix K (Overtime Pay for Paid On Call Firefighters). I further recommend that the Board adopt the new Section 5.3 (Holiday Pay) and the new Employee Handbook formatting.



**5.3 Holiday Pay:**

**Commented [EW29]:** Appendix A, Appendix K, Section 9.1, and Section 5.3 are being combined. Appendix A, Appendix K, and Section 9.1 have been deleted as duplicative.

**A. Recognized Township Holidays.**

The following are the holidays recognized by the Township that will be “paid holidays” for Full-Time and Part-Time Employees:

<u>Holiday</u>	<u>Date*</u>
<u>New Year’s Day</u>	<u>January 1st</u>
<u>Martin Luther King, Jr.’s Birthday</u>	<u>January 17<sup>th</sup></u>
<u>Presidents’ Day</u>	<u>February 21st</u>
<u>Memorial Day</u>	<u>Last Monday of May</u>
<u>Independence Day</u>	<u>July 4th</u>
<u>Labor Day</u>	<u>1st Monday of September</u>
<u>Veterans’ Day</u>	<u>November 11th</u>
<u>Thanksgiving Day</u>	<u>4th Thursday of November</u>
<u>Day after Thanksgiving</u>	<u>4th Friday of November</u>
<u>One-half (½) day before Christmas***</u>	<u>December 24th</u>
<u>Christmas Day</u>	<u>December 25th</u>
<u>One-half (½) day before New Year’s Day***</u>	<u>December 31st</u>
<u>Floating Holiday</u>	<u>TBD annually**</u>

\* Holidays may be observed on another day, depending on the calendar. Employees will receive an annual holiday calendar with the actual dates for each holiday/office closure each year.

\*\* The Township Board will determine the date of the “floating holiday” when approving the holiday schedule each January.

\*\*\* Depending how the holidays fall during the work week, the half (½) day before Christmas and the half (½) day for New Year’s may be combined into one (1) full day off before Christmas. The Township Board will make this decision when approving the holiday schedule each January.

If a recognized holiday falls on a Saturday or Sunday, eligible Employees shall receive the day before or the day after the holiday off.

**B. Eligible Employees.**

To receive pay for the above paid holidays, an Employee must be regularly scheduled to work at least twenty (20) hours per week and are only eligible to receive holiday pay when:

(1) the Employee has worked their regularly scheduled shift prior to the holiday and their regularly scheduled shift following the holiday (or be on authorized PTO, approved leave, or have an excused absence), and

(2) the holiday falls on a day the Employee is scheduled to work (i.e. if the Employee does not work Mondays, no holiday pay will be available to the Employee for a paid holiday which falls on a Monday).

C. Holiday Pay Rate.

1. Non-Collectively Bargained Employees. A. — Full-Time and Part-Time employees Employees, not covered by a collective bargaining agreement, shall receive their normal day's pay at their regular hourly rate for all Township holidays recognized by the Township that fall on a normal workdays for which the Employee is scheduled, but does not work.

Employees designated as "essential" who are required to work on any paid Township holiday will receive straight-time pay for hours worked in addition to normal holiday pay.

Holiday pay will be adjusted to reflect the percentage of hours the Employee is normally schedule to work in a forty (40) hour work week (i.e., a twenty (20) hour per week Employee shall receive fifty percent (50%) of their pay for a designated holiday whereas a thirty-two (32) hour per week Employee shall receive eighty percent (80%) of their pay for a designated holiday). Employees covered by a collective bargaining agreement shall refer to their agreement for holiday pay provisions.

If a recognized holiday falls on a Saturday or Sunday, full-time employees shall receive the day before or the day after the holiday off. If the holiday falls on a Saturday or Sunday, the Township Board may decide to pay the employees in lieu of time off.

B. — Nonexempt employees required to work on any recognized holiday will be compensated as follows:

1. — Receive straight time pay for hours worked in addition to normal holiday pay.
2. — To be eligible for holiday pay, the employee must have worked on the last scheduled work day immediately preceding and immediately following the holiday unless he or she was on authorized PTO or an excused absence.

**Commented [EW30]:** Pulled from Appx A

**Commented [EW31]:** Move to "collectively bargained" section in new formatting.

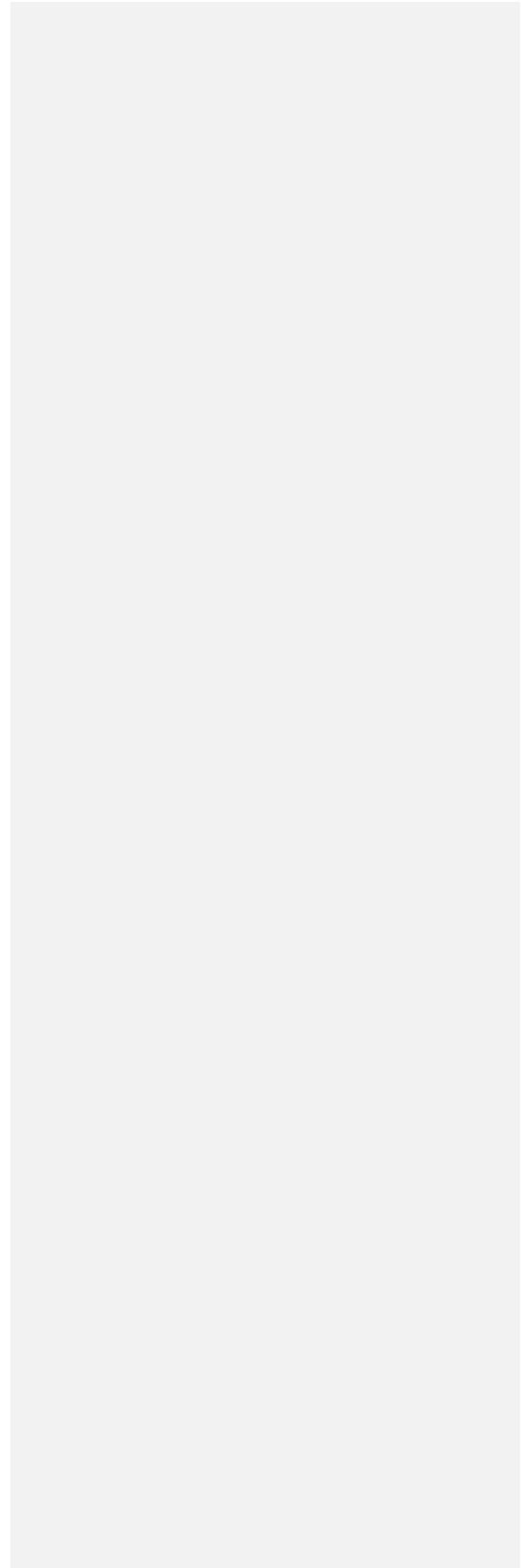
~~A list of the holidays recognized by the Township is found in Appendix A.~~

~~**2. Collectively Bargained Employees. Paid-On-Call Employees** covered by a collective bargaining agreement shall refer to their agreement for holiday pay provisions. **Fire Department Employees fighters that working on any Township Holiday (according to Appendix A) are entitled to be paid in accordance with the terms of their collective bargaining agreement and/or at an overtime rate. Please see this policyAppendix K, as applicable for more information.**~~

*Revised Sec. 5.3, Paragraph B –Effective 4/10/2012*  
*Revised Sec. 5.3, Paragraph B –Effective 12/13/2016*  
*Reference to Appendix K added- Effective 01/26/2024*

**9.1 ~~Holidays: (Reserved)~~**

~~See Appendix A.~~



APPENDIX A:

HOLIDAYS:

~~A. The following holidays will be paid holidays (except on-call firefighters) for full time and part time employees working a minimum of twenty (20) hours per week:~~

- ~~1. New Year's Day~~
- ~~2. Martin Luther King, Jr. Birthday~~
- ~~3. Presidents' Day~~
- ~~4. Memorial Day.~~
- ~~5. Independence Day.~~
- ~~6. Floating Holiday.~~
- ~~7. Labor Day~~
- ~~8. Veterans' Day~~
- ~~9. Thanksgiving Day~~
- ~~10. Day after Thanksgiving~~
- ~~11. One half (1/2) day before Christmas\*~~
- ~~12. Christmas Day~~
- ~~13. One half (1/2) day before New Year's Day\*~~

~~B. Employees working a minimum of twenty (20) hours per week on a regular basis shall be entitled to receive holiday pay in an amount equal to the percentage of hours they normally work in a forty (40) hour week; i.e., a twenty (20) hour per week employee shall receive fifty percent (50%) of his/her pay for a designated holiday whereas a thirty two (32) hour per week employee shall receive eighty percent (80%) of his/her pay for a designated holiday, subject to the following provisions:~~

APPENDIX A

~~Revised Paragraph B~~

~~Effective 10/13/09~~

~~Revised Paragraphs 11 & 13 Effective~~

~~01/29/19~~

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

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**APPENDIX A**

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*New Paragraph 4 Effective 01/29/19*

**APPENDIX K: Overtime Pay for Paid On-Call Firefighters Who Work on a Holiday**

**OVERTIME PAY FOR PAID ON CALL FIREFIGHTERS WHO WORK ON A HOLIDAY**

**A. PURPOSE.**

To mirror the days of the year and their times when full-time Township employees receive a holiday benefit (time off) and pay over-time (OT) compensation to Paid On Call (POC) Driver/Operators and FFs who are staffing our stations. This policy is intended to follow and support Oshtemo Township's employee policy 9.1.

**B. SCOPE/ELIGIBLE EMPLOYEES.**

Driver Operators and POC members working a shift during a township specified holiday period.

**C. PROCEDURE.**

Qualified POC members will receive holiday rate of pay (one and a half times their normally hourly rate) as detailed for the hours specified below for all Township-scheduled holidays as listed in Appendix A, or as designated by the Township below:

- New Year's Day (00:00-23:00)
- Martin Luther King Jr. Birthday (07:00-23:00)
- President's Day (07:00-23:00)
- Memorial Day (07:00-23:00)
- Independence Day (07:00-23:00)
- Labor Day (07:00-23:00)
- Veteran's Day (07:00-23:00)
- Thanksgiving (07:00-23:00)
- Day after Thanksgiving (07:00-23:00)
- Christmas Eve (07:00-00:00)
- Christmas Day (00:00-23:00)
- New Year's Eve (07:00-00:00)
- Floating Day (08:00-23:00)

<b>Holiday</b>	<b>Start Time</b>	<b>End Time</b>	<b>Hours Paid</b>
<u>New Year's Day</u>	<u>07:00</u>	<u>07:00</u>	<u>24.00</u>
<u>Martin Luther King Jr. Birthday</u>	<u>07:00</u>	<u>07:00</u>	<u>24.00</u>
<u>President's Day</u>	<u>07:00</u>	<u>07:00</u>	<u>24.00</u>
<u>Easter</u>	<u>07:00</u>	<u>07:00</u>	<u>24.00</u>
<u>Memorial Day</u>	<u>07:00</u>	<u>07:00</u>	<u>24.00</u>
<u>Independence Day</u>	<u>07:00</u>	<u>07:00</u>	<u>24.00</u>

<u>Labor Day</u>	<u>07:00</u>	<u>07:00</u>	<u>24.00</u>
<u>Veteran's Day</u>	<u>07:00</u>	<u>07:00</u>	<u>24.00</u>
<u>Thanksgiving</u>	<u>07:00</u>	<u>07:00</u>	<u>24.00</u>
<u>Day after Thanksgiving</u>	<u>07:00</u>	<u>07:00</u>	<u>24.00</u>
<u>Christmas Eve</u>	<u>18:00</u>	<u>07:00</u>	<u>13.00</u>
<u>Christmas Day</u>	<u>07:00</u>	<u>07:00</u>	<u>24.00</u>
<u>New Year's Eve</u>	<u>18:00</u>	<u>07:00</u>	<u>13.00</u>

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**APPENDIX K**

*New Appendix K - Effective 06/26/18  
Removed and Replaced entirely- Effective 01/26/2021*





### 5.3- HOLIDAY PAY

**Purpose:** To establish the paid holidays for Township Employees, the dates of observation, and the pay rates for such holidays.

**Scope:** This policy applies to all Township Employees. Employees who work under a Collective Bargaining Agreement will be paid in accordance with the terms of that Agreement and/or as described in this policy.

**Effective:** \_\_\_\_\_

Revisions History: Formerly Appendix A (eff. 10/13/09; rev. 01/29/19) and Appendix K (eff. 06/26/18; removed and replaced 01/26/21); 5.3 (eff. 04/10/12, rev. 12/13/16 and 01/26/21)

#### DEFINITIONS

Capitalized terms not defined below have the same meaning as given in the *Employee Handbook*.

#### POLICY

**A. Non-Collectively Bargained Employees.** The following are the holidays recognized by the Township that will be “paid holidays” for Full-Time and Part-Time Employees not covered by a collective bargaining agreement:

Holiday	Date*
New Year’s Day	January 1st
Martin Luther King, Jr.’s Birthday	January 17 <sup>th</sup>
Presidents’ Day	February 21st
Memorial Day	Last Monday of May
Independence Day	July 4th
Labor Day	1st Monday of September
Veterans’ Day	November 11th
Thanksgiving Day	4th Thursday of November
Day after Thanksgiving	4th Friday of November
One-half (½) day before Christmas***	December 24th
Christmas Day	December 25th
One-half (½) day before New Year’s Day***	December 31st
Floating Holiday	TBD annually**

\* Holidays may be observed on another day, depending on the calendar. Employees will receive an annual holiday calendar with the actual dates for each holiday/office closure each year.

\*\* The Township Board will determine the date of the “floating holiday” when approving the holiday schedule each January.

\*\*\* Depending how the holidays fall during the work week, the half (½) day before Christmas and the half (½) day for New Year’s may be combined into one (1) full day off before Christmas. The Township Board will make this decision when approving the holiday schedule each January.

If a recognized holiday falls on a Saturday or Sunday, eligible Employees shall receive the day before or the day after the holiday off.

1. **Eligible Employees.** To receive pay for the above paid holidays, an Employee must be regularly scheduled to work at least twenty (20) hours per week and are only eligible to receive holiday pay when:
  - a. the Employee has worked their regularly scheduled shift prior to the holiday and their regularly scheduled shift following the holiday (or be on authorized PTO, approved leave, or have an excused absence), and
  - b. the holiday falls on a day the Employee is scheduled to work (i.e., if the Employee does not work Mondays, no holiday pay will be available to the Employee for a paid holiday which falls on a Monday).
2. **Holiday Pay Rate.** Full-Time and Part-Time Employees, not covered by a collective bargaining agreement, shall receive their normal day’s pay at their regular hourly rate for Township holidays that fall on a normal workday for which the Employee is scheduled, but does not work.

Employees designated as “essential” who are required to work on any paid Township holiday will receive straight time pay for hours worked in addition to normal holiday pay.

Holiday pay will be adjusted to reflect the percentage of hours the Employee is normally schedule to work in a forty (40) hour work week (i.e., a twenty (20) hour per week employee shall receive fifty percent (50%) of their pay for a designated holiday whereas a thirty-two (32) hour per week Employee shall receive eighty percent (80%) of their pay for a designated holiday).

**B. Collectively Bargained Employees.** Employees covered by a collective bargaining agreement shall refer to their agreement for holiday pay provisions. **Fire Department Employees working on a Township Holiday are entitled to be paid in accordance with the terms of their collective bargaining agreement and/or this policy, as applicable.**

**C. Overtime Pay for Paid On-Call Firefighters Who Work on a Holiday.** Qualified POC Employees will receive holiday rate of pay as detailed below for the holidays listed below:

<b>Holiday</b>	<b>Start Time</b>	<b>End Time</b>	<b>Hours Paid</b>
New Year's Day	07:00	07:00	24.00
Martin Luther King Jr. Birthday	07:00	07:00	24.00
President's Day	07:00	07:00	24.00
Easter	07:00	07:00	24.00
Memorial Day	07:00	07:00	24.00
Independence Day	07:00	07:00	24.00
Labor Day	07:00	07:00	24.00
Veteran's Day	07:00	07:00	24.00
Thanksgiving	07:00	07:00	24.00
Day after Thanksgiving	07:00	07:00	24.00
Christmas Eve	18:00	07:00	13.00
Christmas Day	07:00	07:00	24.00
New Year's Eve	18:00	07:00	13.00

1. **Eligible Employees.** POC Employees working a shift during a specified holiday period.
2. **Holiday Pay Rate.** POC Employees working on a specified holiday are entitled to be paid one and a half times their normally hourly rate for the hours specified above in accordance with the terms of this policy.



## The Metropolitan Planning Organization for the Greater Kalamazoo Area

5220 Lovers Lane, Suite 110

Portage, MI 49002

☎ 269-343-0766

✉ info@KATSmpo.org

December 3, 2021

Ms. Libby Heiny-Cogswell, Supervisor  
Oshtemo Township  
7275 West Main St.  
Kalamazoo, MI 49009

RE: Contributed Services Agreement for Kalamazoo Area Transportation Study (KATS) Match

Dear Ms. Heiny-Cogswell,

Enclosed you will find the approved schedule of contributed services to cover the local match needed for the Kalamazoo Area Transportation Study (KATS) operations. Thank you for agreeing to help KATS meet the local match it needs for Federal planning funds in FY 2023 (beginning October 1, 2022). This local match will come from the value of contributed services that your staff or consultants will be normally doing in FY 2023. This is not a request for cash from your jurisdiction.

While your township does not receive Federal funds directly through KATS, it does benefit from the operations and actions of KATS. These benefits include:

- Federal funding to the Road Commission of Kalamazoo County and Van Buren County Road Commission for road, bridge, non-motorized, and other projects in your township.
- Federal funding to the Kalamazoo County Transportation Authority, the Central County Transportation Authority, Kalamazoo Metro Transit, and Van Buren Public Transit for public transit.
- KATS is a forum where townships, cities, villages, the Road Commissions, public transit agencies, the counties of Kalamazoo and Van Buren, and the Michigan Department of Transportation meet to cooperatively plan and program transportation projects in Kalamazoo County and a portion of eastern Van Buren County
- Land use and master planning at the local level is tied to transportation planning and KATS staff is available to work with your planning commissions on questions or issues.

Enclosed is an agreement that I ask you to complete and return to us by **February 1, 2022**. Again, by agreeing to provide contributed services to KATS, we can use the value of the costs you accrue in completing planning or mapping work that supports the KATS work program. KATS staff will work with you in the coming months to show how you can report this time.

Thank you for your help. Please feel free to call me if you have any questions on this request. I will be happy to meet with you if you would like.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven L. Stepek".

Steven L. Stepek, AICP  
Executive Director

Enclosure





**Third Party In-Kind Contributions Notification and Assurances  
FY 2023 Unified Planning Work Program  
Kalamazoo Urbanized Area**

**For Federal Highway Administration Consolidated Planning Dollar Funds (FHWA PL 112)**

1. **Notification** - In executing the subject FY 2023 Unified Planning Work Program (UPWP), the Kalamazoo Area Transportation Study (KATS), the Metropolitan Planning Organization (MPO) for the Kalamazoo urbanized area, proposes to use third party in-kind contributions provided by:

- Road Commission of Kalamazoo County
- Van Buren County Road Commission
- City of Kalamazoo
- City of Portage
- Kalamazoo County
- Western Michigan University
- Comstock Township
- Kalamazoo Township
- Oshtemo Township
- Texas Township
- City of Galesburg
- City of Parchment
- Village of Augusta
- Village of Climax
- Village of Mattawan
- Village of Lawton
- Village of Paw Paw
- Village of Richland
- Village of Schoolcraft
- Village of Vicksburg
- Van Buren County
- Alamo Township
- Alma Township
- Antwerp Township
- Brady Township
- Charleston Township
- Climax Township
- Cooper Township
- Pavilion Township
- Paw Paw Township
- Prairie Ronde Township
- Richland Township
- Ross Township
- Schoolcraft Township
- Wakeshma Township

to cover all or a portion of the non-federal match on a total UPWP basis.

2. **Identification and Inclusion** - The third party in-kind contributions are identified in the UPWP tasks descriptions and budget tables. The value of these in-kind contributions is included in the total UPWP budget.
3. **Third Party Consent** - The above stated agencies have agreed that the value of the eligible work performed by their staff or consultants may be used as an in-kind contribution.
4. **Not Paid by Other Federal Funds** - The cost of the third-party work will be paid for with funds available to the third party. The cost for such work will not be paid for by Federal funds or used as a match for other federally funded grants or subgrants.
5. **Eligible and Allowable** - The third party in-kind contributions are for:

- Safety Analysis
- Short and Long Range Planning
- Public Participation
- Transportation System Monitoring
- Planning Program Development
- Development of Transportation Model
- Use of social and economic data
- Congestion Mitigation and Air Quality
- Transportation Management Systems
- Environmental Mitigation and Consultation
- Updating GIS Maps and Pictometry Aerials
- Non-Motorized Planning
- Long Range Transportation Development

***Third Party In-Kind Contributions Notifications and Assurances  
FY 2023 Unified Planning Work Program***

***Page 2***

The eligible amounts paid to gather traffic data under the Traffic Data Collections contract will be included toward agency contributions.

These activities are essential to fulfill Federal transportation planning requirements, are eligible for funding under Title 23, and are allowable under applicable Office of Management and Budget (OMB) Circulars.

6. **Time Period** - The third-party work will be performed during the FY 2023 UPWP time period (October 1, 2022 - September 30, 2023).
7. **Verifiable** - The derivation of the estimated value placed on the third party in-kind contributions is documented and verifiable from the records of the above stated agencies and the MPO. Actual contributions will be recorded and maintained by the MPO and the third party. Such records shall account for all time and costs, not just the portion used as an in-kind contribution.
8. **Amount** - The total amount of estimated third party in-kind contributions approved by the Policy Committee at its February 26, 2014 meeting for the FY 2023 UPWP is \$132,955 based on the following breakdown:

Agency	Match Requested
Road Commission of Kalamazoo County	\$22,000.00
Van Buren County Road Commission	\$10,000.00
City of Kalamazoo	\$22,000.00
City of Portage	\$22,000.00
Kalamazoo County	\$6,000.00
Western Michigan University	\$6,000.00
Comstock Township	\$2,000.00
Kalamazoo Township	\$2,000.00
Oshtemo Township	\$2,000.00
Texas Township	\$2,000.00
City of Galesburg	\$1,200.00
City of Parchment	\$1,200.00
Village of Augusta	\$1,200.00
Village of Climax	\$1,200.00
Village of Mattawan	\$1,200.00
Village of Lawton	\$1,200.00
Village of Paw Paw	\$1,200.00
Village of Richland	\$1,200.00
Village of Schoolcraft	\$1,200.00
Village of Vicksburg	\$1,200.00
Van Buren County	\$500.00
Alamo Township	\$100.00
Almena Township	\$100.00
Antwerp Township	\$100.00
Brady Township	\$100.00
Charleston Township	\$100.00
Climax Township	\$100.00
Cooper Township	\$100.00
Pavilion Township	\$100.00
Paw Paw Township	\$100.00
Prairie Ronde Township	\$100.00
Richland Township	\$100.00
Ross Township	\$100.00
Schoolcraft Township	\$100.00

**Third Party In-Kind Contributions Notifications and Assurances**

**FY 2023 Unified Planning Work Program**

**Page 3**

Wakeshma Township	\$100.00
Kalamazoo County Transportation Authority	\$10,330.00
Central County Transportation Authority	\$10,330.00
Van Buren Public Transit	\$2,295.00
<b>Estimated FY 2023 Contributions</b>	<b>\$132,955.00</b>

Agencies are encouraged to continue to report activities to the Kalamazoo Area Transportation Study once their contribution has been reached. If this total exceeds the amount needed to provide the non-Federal match for available FHWA Consolidated Planning Dollar funds, only that portion needed to cover the match will be used. If the third party in-kind contributions are not sufficient to cover the match requirement, the additional match will be paid from non-Federal cash resources.

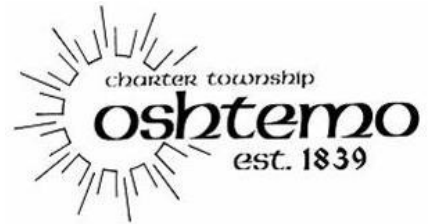
The Kalamazoo Area Transportation Study will not invoice any contributing member that fails to meet their target listed here provided that the local match needed for the KATS program has been satisfied by all contributed services. In case the required KATS match is not reached, KATS will invoice those agencies/municipalities that did not reach their target for the match shortfall. If more than one agency/municipality is short and cash is required to satisfy the KATS local match, the amount needed will be divided between those entities in proportion to their contributed service targets. The amount invoiced will not exceed the difference between the contributed service target and the services actually contributed by an agency/municipality.

*This assurance is provided in support of the Kalamazoo Area Transportation Study's request for prior approval to use in-kind contributions as match to FHWA Consolidated Planning Dollar funds and to convey recognition of the continuing responsibility for record keeping and billing procedures per 49 CFR Part 18. We agree to the estimated third party in-kind contributions for our agency as identified on Pages 2 and 3.*

Printed Name:	Date:
Signature:	Agency/(Third Party):
Title:	Department







# Memorandum

**Date:** December 9, 2021  
**To:** Township Board  
**From:** Anna Horner, P.E., Deputy Director of Public Works  
**Subject:** KL Ave Nonmotorized Path – Additional Professional Services

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## **OBJECTIVE**

Township Board consideration of KL Avenue Non-Motorized Path professional services to provide easement descriptions, storm drainage calculations (cost share with Road Commission), geotechnical soil borings, and a topographic field re-survey of the Drake/KL Northwest corner. No budget amendment is requested for the \$13,850 cost of these services, as funds are already approved.

## **BACKGROUND**

In preparation for the construction of the non-motorized path along the north side of KL Avenue, between Drake Road and The Paddock Apartments, the Township has begun design work. This includes right-of-way acquisitions and easements. The Township Board approved Michiana Land Services (MLS) to provide MDOT certified right-of-way agent to complete this work according to State and Federal requirements.

The firm previously obtained, no longer has a MDOT certified right-of-way agent. The Township sought out the same agent at their new firm and a proposal has been provided for the same scope of services and the same cost estimate. The previously approved contract was terminated with mutual understanding by both Parties (MLS & Oshtemo).

The right-of-way agents, nor the design professionals (OCBA and Wightman) proposals, included legal descriptions and easement exhibits. This work is necessary for the process. Wightman has submitted price per parcel of \$750 for a total of \$6,750 for all 9 parcels.

During the MDOT design of bridge replacement and coordination with path location and road widening by Road Commission, further analysis is needed of the contributing storm drainage area and proposed piping sizes. This work is being provided by Wightman through their contract with the RC and the Township has offered to split the understanding of mutual benefit for design to be finalized. The cost to the Township is \$2,600.

In conjunction with the storm water related analysis, updated, deeper geotechnical soil borings are to be obtained for storm water design particularly investigation of green infrastructure for stormwater treatment and groundwater quality. Wightman will perform five (5) soil borings for \$2,000.

The original survey for the KL Ave road and path project was completed in 2017. The SW corner of KL Ave and Drake Rd was reconstructed during the 2020 Drake Road pathway project with ADA ramps, relocation of utilities and grading. The new elevations and features need to be field surveyed to be incorporated into the design of upcoming project. This work will be completed by Wightman for \$2,500.

In total, additional professional services in the total of \$13,850 are needed to continue the design on the KL Ave Non-Motorized Path. In anticipation of the work on this project funds have already been planned or requested and previously approved.

**STATEMENT OF REQUESTED BOARD ACTION**

Staff recommends approval for additional services on KL Avenue Non-Motorized Path.

**ENCLOSURES**

Letter from OCBA on Additional Costs



O'BOYLE, COWELL,  
BLALOCK & ASSOCIATES, INC.

350 E. Michigan Avenue, Suite 415  
Kalamazoo, Michigan 49007

124 Fulton Street E., Suite 6B  
Grand Rapids, MI 49503

**T** (269) 381-3357  
**F** (269) 381-2944

**ocba.com**

3 December 2021

Anna Horner  
Deputy Director Public Works  
Oshtemo Charter Township  
7275 West Main Street  
Kalamazoo, Michigan 49009

Re: Oshtemo Township KL Avenue Non-Motorized Trail – Additional Costs  
Kalamazoo, Michigan

Dear Anna,

As requested, please refer to the summary below for the known and unknown upcoming additional costs to the Oshtemo Township KL Avenue Non-Motorized Trail project.

- 1) Property Acquisition Legal Descriptions and Easement Exhibits:
  - a. At the time of OCBA's 5/26/21 proposal submission, the Design Team did not include an MDOT certified right-of-way real estate agent. After additional discussions with Oshtemo Township staff, it was agreed that a third-party agent should be brought onto the team. This agent submitted a project proposal on 6/28/21 for property acquisition services. The agent was not able to provide the legal descriptions and easement exhibits for the project, so Wightman & Associates, Inc. were requested to provide pricing for this scope of work.
  - b. Wightman & Associates will provide the additional survey work needed for each parcel, prepare the legal descriptions, and prepare the easement exhibits for \$750.00 per parcel. The right-of-way agent will provide the title work required for the legal descriptions and easement exhibits. For the proposed nine (9) parcels in the overall project, it will be an additional cost of \$6,750.00
- 2) In 2017, a wetland delineation determination and report by Native Edge Designs was provided for this project. With the subsequent project delay from the Michigan Department of Transportation (MDOT), the Michigan Environment, Great Lakes and Energy Department (EGLE) has stated that a new wetland delineation determination and report will be required within a growing season from when the Joint Permit



application is filed. Pricing will be obtained from Native Edge in 2022 for the updated wetland delineation and report.

- 3) In 2017, geotechnical soil borings and hand augers were performed by Driesenga & Associates, Inc. along the entire proposed trail layout to determine soil quality and pavement recommendations. Since that time, there have been revisions to the proposed trail layout that would benefit from additional soil boring information. Wightman & Associates have determined that it will cost \$2,000.00 for these additional soil borings to be completed with a geoprobe rig along the revised path layout.
- 4) At the northwest corner of Drake Road and KL Avenue, there have been utility improvements, KL Avenue road improvements, and the installation of the Drake Road non-motorized trail since the original topographic survey was completed in 2017. The design team determined that additional revised topographic survey information would be needed for this area in order to correctly tie the KL Avenue non-motorized trail into the Drake Road non-motorized trail. Wightman & Associates have determined that it will cost \$2,500.00 for this additional survey work.

In regards to unknown additional project costs, there is potential for additional upcoming costs as additional permitting and reviews are filed with the State of Michigan. The SHPO Section 106 documentation could require exploratory excavations or field investigations as part of the overall review. MDOT could also potentially require additional specialty construction and materials testing services during the project construction. If those additional project work scope are requested, OCBA and Oshtemo Township will review those costs at that time.

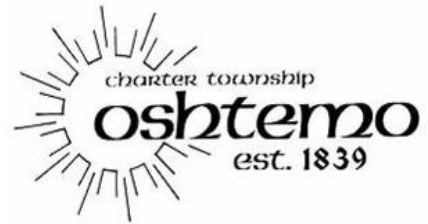
Please let me know if there are any questions or concerns or if we can provide Oshtemo Township with any additional information.

Sincerely,

O'BOYLE, COWELL, BLALOCK & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read 'Rachel Hughes-Nilsson', written in a cursive style.

Rachel Hughes-Nilsson, PLA, ASLA  
Associate



# Memorandum

**Date:** December 9, 2021  
**To:** Township Board  
**From:** Anna Horner, P.E., Deputy Director of Public Works  
**Subject:** Parkview Avenue – Field Survey Data Collection

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## **OBJECTIVE**

Township Board consideration of Parkview Avenue field survey data collection. (Budget amendment request is made with other 4<sup>th</sup> quarter budget amendments, in the amount of \$15,723).

## **BACKGROUND**

The Road Commission of Kalamazoo County was awarded federal safety grant funds to improve the intersections on Parkview Avenue at 11<sup>th</sup> Street and 12<sup>th</sup> Street with compact urban (“mini”) roundabouts. The Township has other infrastructure needs along this corridor, including sanitary sewer and non-motorized, that was requested be coordinated with during design.

The Township met with the Road Commission and their selected engineering consultant, Hubbell, Roth & Clark, (HRC) on November 18<sup>th</sup> to discuss the scope of Township’s needs and was informed that the field survey was underway for the roadway project. Immediately, the Township requested a proposal for their scope and HRC provided quickly.

To ensure completion before winter seasonal limitations, continuous scheduling of field crews, and proper lead time for permitting, the work was approved by the Supervisor on November 29<sup>th</sup> and notice was sent to the Board. HRC has indicated that the field data collection and processing will be completed by mid to end of week of Dec 13<sup>th</sup>. Whether or not the Township proceeds with HRC on the rest of the design work, this information will be property of the Township and usable for remainder of the project.

In the 2022 approved budget, the design work for this project was included not knowing the schedule of the Road Commission. Subsequently, the funds need 2021 approval to be completed promptly. The costs in 2022 will be respectively less by this amount.

## **STATEMENT OF REQUESTED BOARD ACTION**

Staff recommends approval of HRC proposal for Field Survey Data Collection

## **ENCLOSURES**

HRC Proposal Letter  
HRC Contract

November 23, 2021

Ashtami Township  
7275 W. Main Street  
Kalamazoo, MI 49009

HRC 20211061

Attn: Anna Horner, PE – Deputy Director of Public Works  
Re: Parkview Avenue Sanitary Sewer and Shared Use Path - Professional Services for Early Design Engineering

Dear: Ms. Horner

Hubbell, Roth & Clark, Inc. (HRC) has been asked to provide a proposal for the Early Design Phase for this project. Our understanding of the work involved is based on the Scoping Meeting held with yourself and the Road Commission of Kalamazoo County (RCKC) on November 18, 2021, and previously completed similar projects. The project, currently, includes a new sanitary sewer within Parkview Avenue from Stadium Drive east to 12<sup>th</sup> Street and a new shared use path on the north side of Parkview Avenue from Stadium Drive east to S. Drake Road. HRC is currently designing a project for the RCKC along Parkview and 11<sup>th</sup> and 12<sup>th</sup> Streets, and it is anticipated that the sanitary sewer that falls within the limits of the road project will be constructed with the road. It is not known at this time if any of the path will be constructed with the road project.

This Early Design Engineering Phase will include topographic survey, a meeting to discuss the concept for the path layout and a meeting to finalize the scope of work. This high-level concept will identify potential challenges (utility conflicts, easement needs, and drainage impacts) and allow HRC to develop a proposal to complete the design.

Survey Services along Parkview will include full topographic survey to the limits:

- ≡ Along Parkview, including minimal shots in the northeast corner of Parkview and Stadium, to the northwest corner of Parkview and S. Drake. The Township has a project in 2022 that will construct a walk on the south side of Stadium through this intersection. It is assumed that the shared path along Parkview will meet this walk and HRC is not anticipating any ramp work. Not including the area already surveyed for the road project and where there is guardrail for the bridge over BL I-94.
  - From Stadium Drive to Vienna Street (approximately 4,350'), the width will be from the south edge of metal of Parkview Avenue to 25' north of the north edge of metal.
  - Within the limits of the RCKC Parkview project, survey taken for that job should be adequate for this project.
  - From the guardrail ending for the east US-131 bridge approach to S. Drake Road (approximately 150'), the width will be from the north edge of metal 25' north.
- ≡ Identify existing right-of-way
- ≡ All features within these limits will be surveyed including, but not limited to, curbs and gutter, guardrail, structures (including drops), storm systems, trees and landscaping items, and any marked underground utilities. The first-floor elevations will also be surveyed for all homes and buildings within the limits of the sanitary sewer, including within the limits of the RCKC project along Parkview from Vienna to 12<sup>th</sup> Street.

HRC will utilize the survey to meet with the Township to finalize the full scope of design services. A concept plan, identifying the horizontal alignment of the path, will be developed so that impacts to the project can be discussed. Impacts could include needed easements, utility coordination and/or relocation needs, drainage, and parking lot impacts to the restaurant at Stadium Drive. At the conclusion of the scope finalization meeting, it is anticipated that the Township will give direction

**Bloomfield Hills**  
555 Hulet Drive  
Bloomfield Hills, MI 48302  
248-454-6300

**Delhi Township**  
2101 Aurelius Rd.  
Ste. 2A  
Holt, MI 48842  
517-694-7760

**Detroit**  
535 Griswold Street  
Buhl Building  
Suite 1650  
Detroit, MI 48226-3698

**Howell**  
105 W. Grand River  
Howell, MI 48843  
517-552-9199

**Jackson**  
401 S. Mechanic St.  
Suite B  
Jackson, MI 49201  
517-292-1295

**Kalamazoo**  
834 King Highway  
Suite 107  
Kalamazoo, MI 49001  
269-665-2005

**Lansing**  
215 S. Washington  
SQ  
Suite D  
Lansing, MI 48933  
517-292-1488

to HRC so that the Design Engineering phase proposal can be developed.

Early Design Engineering Summary – Meetings: Two total; One (1) to discuss the concept and one (1) more to finalize this Phase and the scope. Deliverables: topographic survey and concept drawing of the path.

Engineering costs and hours are shown in Attachment A. The not to exceed effort for the tasks noted above is as follows:

≡ Early Design Engineering effort: not to exceed **\$15,743.40**

Items that are not specifically called out in the scope of work are considered out of scope, even if not specifically noted as such. If additional services are requested, HRC will provide an amendment prior to beginning work.

We appreciate this opportunity to be of service to the Oshtemo Township. Please feel free to contact Andrea Pike at (248) 535-3456 if you have any questions.

Very truly yours,

**HUBBELL, ROTH & CLARK, INC.**



Andrea Pike, PE  
Associate



Nancy M.D. Faught, PE  
Executive Vice President

Attachment A: Hours and Costs  
pc: RCKC; J. Hoekstra  
HRC; B. Franklin, File



Oshtemo Township  
 Parkview Avenue - Sanitary Sewer and Shared Use Path  
 Early Design Engineering Hours Costs - Hubbell, Roth Clark, Inc

November 23, 2021

**ATTACHMENT A**

Task Description	Project Manager	Project Engineer	Survey Manager	Sr. Survey Office Tech.	Survey Party Chief	Survey Field Tech.	CADD Technician	Total By Task
Billable Rate	\$ 147.00	\$ 118.20	\$ 124.80	\$ 110.10	\$ 96.60	\$ 60.00	\$ 59.40	
<b>Early Design Engineering - Gathering Existing Information</b>								
Meetings	4							4
Topographic Survey			20	24	60	60	4	168
Utility Coordination	1	2						3
Hours Early Design	5	2	20	24	60	60	4	175
Cost per Classification	\$ 735.00	\$ 236.40	\$ 2,496.00	\$ 2,642.40	\$ 5,796.00	\$ 3,600.00	\$ 237.60	
								Total HRC Costs \$ 15,743.40
								<b>Early Design Engineering \$ 15,743.40</b>

**AGREEMENT  
BETWEEN OWNER AND HUBBELL, ROTH & CLARK, INC. (HRC)  
FOR  
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of November 29, 2021 (“Effective Date”) between

Oshtemo Charter Township (“Owner”) and Hubbell, Roth & Clark, Inc. (HRC) (“Engineer”)

HRC agrees to provide the services described below to Owner for Parkview Ave NM and Sewer Survey (“Project”).

Description of HRC’s Services: See Proposal Dated November 23, 2021 (HRC 20211061)

---

Owner and HRC further agree as follows:

**1.01 Basic Agreement**

A. HRC shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay HRC for such Services as set forth in Paragraph 9.01.

**2.01 Payment Procedures**

A. *Preparation of Invoices.* HRC will prepare a monthly invoice in accordance with HRC’s standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due HRC for services and expenses within 30 days after receipt of HRC’s invoice, the amounts due HRC will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, HRC may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until HRC has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

**3.01 Additional Services**

A. If authorized by Owner, or if required because of changes in the Project, HRC shall furnish services in addition to those set forth above.

B. Owner shall pay HRC for such additional services as follows: For additional services of HRC’s employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of HRC’s employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and HRC’s consultants’ charges, if any.

**4.01 Termination**

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,
  - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement’s terms through no fault of the terminating party.

2. By HRC:
  - a. Upon seven days written notice if HRC believes that HRC is being requested by Owner to furnish or perform services contrary to HRC's responsibilities as a licensed professional; or
  - b. Upon seven days written notice if the HRC's services for the Project are delayed or suspended for more than 90 days for reasons beyond HRC's control.

HRC shall have no liability to Owner on account of such termination.

Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

3. For convenience,
  - a. By Owner effective upon the receipt of notice by HRC.
  - b.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow HRC to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

#### **5.01 Controlling Law**

A. This Agreement is to be governed by the law of the state in which the Project is located.

#### **6.01 Successors, Assigns, and Beneficiaries**

A. Owner and HRC each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and HRC (and to the extent permitted by paragraph 6.01.B the assigns of Owner and HRC) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor HRC may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

#### **7.01 General Considerations**

A. The standard of care for all professional engineering and related services performed or furnished by HRC under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. HRC makes no warranties, express or implied, under this Agreement or otherwise, in connection with HRC's services. HRC and its consultants may use or rely upon the design services of others provided by or through the Owner, including, but not limited to, contractors, manufacturers, and suppliers.

B. HRC shall not at any time supervise, direct, or have control over any contractor's work, nor shall HRC have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work. HRC shall not have authority to stop the contractor's work.

C. HRC neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. HRC shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or

of any contractor's agents or employees or any other persons (except HRC's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of HRC.

E. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract.

F. If this contract results in a construction project, the Owner agrees to cause the General Contractor and its subcontractors to indemnify and name HRC and its sub-consultants as Additional Insured's on their General Liability policies on a primary and non-contributory basis.

G. In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Owner and the Engineer agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Owner and the Engineer further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, sub-consultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

~~H. All design documents prepared or furnished by HRC are instruments of service, and HRC retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.~~

I. To the fullest extent permitted by law, Owner and HRC (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that HRC's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by HRC, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory plead or asserted.

J. The parties acknowledge that HRC's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If HRC or any other party encounters a Hazardous Environmental Condition, HRC may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

#### **8.01 Total Agreement**

A. This Agreement (consisting of pages 1 to 4 inclusive together with any expressly incorporated appendix), constitutes the entire agreement between Owner and HRC and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

#### INSTRUCTIONS TO USERS FOR COMPLETION OF AGREEMENT

1. Select and retain as Page 4 of 4 one of the four method of payment pages that follow.
2. Remove and discard this page and the three unused method of payment pages.

**9.01 Payment (Lump Sum Basis)**

A. Using the procedures set forth in paragraph 2.01, Owner shall pay HRC as follows:

1. A ~~Lump Sum~~ **not to exceed amount of \$15,743.40 billed hourly as outlined in Attachment A**


B. HRC's compensation is conditioned on the time to complete construction not exceeding \_\_\_\_\_ months.

Should the time to complete construction be extended beyond this period, total compensation to HRC shall be appropriately adjusted.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

HRC:

By: Libby Heiny-Cogswell 

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

Title: Supervisor

Title: \_\_\_\_\_

Date Signed: 29 Nov 2021

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

Address for giving notices:

Address for giving notices:

7275 W. Main Street

\_\_\_\_\_

Kalamazoo MI 49009

\_\_\_\_\_

(Submit invoices to 'Oshtemo Township Clerk')

\_\_\_\_\_



# Memorandum

**Date:** 12/14/21  
**To:** Township Board  
**From:** Sara Feister, Human Resources  
**Subject:** Holiday Meals Memo

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## **OBJECTIVE**

Township Board consideration of providing a holiday meal for all permanent Township employees (approximately 60) in the amount of \$50.00. This will be funded from the 2021 budget supplies lines, and no additional money is requested

## **BACKGROUND**

To show employee appreciation this holiday season, and since we will not gather in person for a meal due to the ongoing pandemic, HR recommends providing each Oshtemo Township employee (including office staff, full time Firefighters, and Paid on Call Firefighters) with a holiday meal. The meals will be purchased from locally owned Oshtemo Township restaurants. The voucher will be mailed out to the homes of employees along with a holiday card. The request is for the total cost, not exceed \$3,500.

Oshtemo Township 2021 4th Quarter Budget Amendments  
 Summary of new dollar requests

<b>General</b>		
<b>Parks</b>		
Salaries		\$ 10,000.00
<b>Fire</b>		
Accounting and Audit fees		\$ 500.00
New Hire Expenses		\$ 2,600.00
<b>Police</b>		
<b>Street Lighting</b>		
<b>SoDA</b>		
<b>Building</b>		
Accounting and Audit fees		\$ 900.00
<b>Sewer</b>		

<b>Water</b>		
<b>SoDA</b>		
<b>DDA</b>		
<b>Total New Expenditure Overall</b>		<b>\$ 14,000.00</b>

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# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/06/2021

Department Head Name: Biddle

Fund Name:

		Amount	
Additional Funds Request for:	<u>101-209-82600</u>	<u>Legal Fees</u>	<u>\$ 3,500.00</u>
(description and GL number)			
			<u>\$ 3,500.00</u>
Funds requested from:	<u>101-218-97400</u>	<u>Capital Outlay</u>	<u>\$ 3,500.00</u>
(description and GL number)			
			<u>\$ 3,500.00</u>

Explanation of request:

Higher than expected appeals which required additional legal services, as Township defends assessments on behalf of all taxing jurisdictions.

Supervisor/Clerk/Treasurer Review:   
(pending or date reviewed)

Board Authorization:   
(pending or date authorized)

## BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/08/2021

Department Head Name: Barnes

Fund Name: 211 Fire Equipment

		Amount
Additional Funds Request for: <u>211-344-82500</u>	<u>Accounting &amp; Audit Fees</u>	<span style="border: 1px solid black; padding: 2px;">\$ 500.00</span>
(description and GL number) _____	_____	<span style="border: 1px solid black; padding: 2px;"></span>
_____	_____	<span style="border: 1px solid black; padding: 2px;">\$ 500.00</span>
Funds requested from: <u>211-001-40100</u>	<u>Carryover</u>	<span style="border: 1px solid black; padding: 2px;">\$ 500.00</span>
(description and GL number) _____	_____	<span style="border: 1px solid black; padding: 2px;"></span>
_____	_____	<span style="border: 1px solid black; padding: 2px;"></span>
_____	_____	<span style="border: 1px solid black; padding: 2px;"></span>
_____	_____	<span style="border: 1px solid black; padding: 2px;">\$ 500.00</span>

Explanation of request:

Increase in accounting services.

Supervisor/Clerk/Treasurer Review:  12/10/21  
 (pending or date reviewed)

Board Authorization:   
 (pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/06/2021

Department Head Name: Libby Heiny-Cogswell

Fund Name:

		Amount	
Additional Funds Request for: (description and GL number)	<u>101-234-71600</u>	Health & Life Insurance	<b>\$ 17,000.00</b>
	<hr/>	<hr/>	<input type="text"/>
	<hr/>	<hr/>	<input type="text" value="\$ 17,000.00"/>
Funds requested from: (description and GL number)	<u>101-218-97400</u>	Capital Outlay	<b>\$ 17,000.00</b>
	<hr/>	<hr/>	<input type="text"/>
	<hr/>	<hr/>	<input type="text"/>
	<hr/>	<hr/>	<input type="text"/>
	<hr/>	<hr/>	<input type="text" value="\$ 17,000.00"/>

Explanation of request:

Health insurance expenses are budgeted from estimates but vary based on actual usage. Usage was higher in 2021.

Supervisor/Clerk/Treasurer Review:    
(pending or date reviewed)

Board Authorization:   
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/07/2021

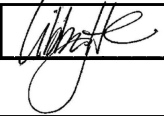
Department Head Name: M Elliott (Public Works)

Fund Name: 101 General

		Amount	
Additional Funds Request for: (description and GL number)	<u>101-506-82600</u>	Legal Fees	<u>\$ 5,500.00</u>
	<u>101-506-87000</u>	Mileage	<u>\$ 500.00</u>
			<u>\$ 6,000.00</u>
Funds requested from: (description and GL number)	<u>101-506-97600.PLATSW</u>	Capital Outlay	<u>\$ 6,000.00</u>
			<u>\$ 6,000.00</u>

Explanation of request:

Request to add funds to legal fees and mileage lines, given refined legal department interdepartmental hours tracking and increased need for legal services, and for field work mileage reimbursement. No new money requested.

Supervisor/Clerk/Treasurer Review:  12/10/21  
(pending or date reviewed)

Board Authorization:   
(pending or date authorized)

## BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/06/2021

Department Head Name: Sara Feister/Libby HC

Fund Name: 101 General

		Amount	
Additional Funds Request for: <u>101-249-87200</u> (description and GL number) _____ _____ _____	<u>New Hire Expenses</u> _____ _____ _____	<span style="border: 1px solid black; padding: 2px;">\$ 1,000.00</span> <span style="border: 1px solid black; padding: 2px;"></span> <span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;">\$ 1,000.00</span> <span style="border: 1px solid black; padding: 2px;"></span> <span style="border: 1px solid black; padding: 2px;"></span>
Funds requested from: <u>101-218-97400</u> (description and GL number) _____ _____ _____ _____	<u>Capital Outlay</u> _____ _____ _____ _____	<span style="border: 1px solid black; padding: 2px;">\$ 1,000.00</span> <span style="border: 1px solid black; padding: 2px;"></span> <span style="border: 1px solid black; padding: 2px;"></span> <span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;">\$ 1,000.00</span> <span style="border: 1px solid black; padding: 2px;"></span> <span style="border: 1px solid black; padding: 2px;"></span> <span style="border: 1px solid black; padding: 2px;"></span>

Explanation of request:

Requesting additional funds to cover new hire expenses such as new fire chief job advertisement, other advertisements due to retirement and additional need to recruit employees given tight labor market.

Supervisor/Clerk/Treasurer Review:  12/10/21  
 (pending or date reviewed)

Board Authorization:    
 (pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/07/2021

Department Head Name: Owens

Fund Name: 101 General

		Amount	
Additional Funds Request for: (description and GL number)	<u>101-249-96100</u>	BOR/MTT Refunds	\$ 8,000.00
	_____	_____	_____
	_____	_____	\$ 8,000.00
Funds requested from: (description and GL number)	<u>101-218-97400</u>	Capital Out lay	\$ 8,000.00
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	\$ 8,000.00

Explanation of request:

Refunds made due to MTT decisions. Decisions are not budgeted given they cannot be known in advance.

Supervisor/Clerk/Treasurer Review:  12/10/21  
(pending or date reviewed)

Board Authorization: \_\_\_\_\_  
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/07/2021

Department Head Name: Owens

Fund Name: 101 General

Additional Funds Request for: 101-805-82600  
(description and GL number)

BO R/ M TT Re ds n

Amount	
\$ 9,000.00	
	\$ 9,000.00

Funds requested from: 101-218-97400  
(description and GL number)

C p it al Cl ay

\$ 9,000.00	
	\$ 9,000.00

Explanation of request:

Refunds made due to MTT decisions. Decisions are not budgeted given they cannot be known in advance.

Supervisor/Clerk/Treasurer Review: [Signature] 12/10/21  
(pending or date reviewed)

Board Authorization: [Blank]  
(pending or date authorized)

## BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/06/2021

Department Head Name: Iris Lubbert

Fund Name: 101 General

			Amount
<p>Additional Funds Request for:   <u>101-805-90300</u></p> <p>(description and GL number)     _____</p> <p>_____</p> <p>_____</p>	<p><u>Legal Notices</u></p> <p>_____</p> <p>_____</p>	<div style="border: 1px solid black; padding: 2px;">\$ 4,000.00</div> <div style="border: 1px solid black; padding: 2px; width: 60px; margin: 2px auto;"> </div> <div style="border: 1px solid black; padding: 2px; width: 60px; margin: 2px auto;"> </div>	<div style="border: 1px solid black; padding: 2px; width: 80px; margin: 2px auto;">\$ 4,000.00</div>
<p>Funds requested from:             <u>101-805-72800</u></p> <p>(description and GL number)   <u>101-805-95800</u></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><u>Supplies</u></p> <p>_____</p> <p><u>Education and Dues</u></p> <p>_____</p> <p>_____</p> <p>_____</p>	<div style="border: 1px solid black; padding: 2px;">\$ 900.00</div> <div style="border: 1px solid black; padding: 2px;">\$ 3,100.00</div> <div style="border: 1px solid black; padding: 2px; width: 60px; margin: 2px auto;"> </div> <div style="border: 1px solid black; padding: 2px; width: 60px; margin: 2px auto;"> </div> <div style="border: 1px solid black; padding: 2px; width: 60px; margin: 2px auto;"> </div>	<div style="border: 1px solid black; padding: 2px; width: 80px; margin: 2px auto;">\$ 4,000.00</div>

Explanation of request:

Number of legal notices required for planning varies based on number of applications, ordinance changes, etc. Additional budget is needed to cover the number of notices in 2021. However, no new money requested.

Supervisor/Clerk/Treasurer Review: Iris Lubbert 12/10/21

(pending or date reviewed)

Board Authorization:

(pending or date authorized)



# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 11/02/2021

Department Head Name: Supervisor/HR Benefits

Fund Name: 101 General

		Amount	
Additional Funds Request for: <u>101-234-71500</u> (description and GL number) _____ _____ _____	<u>In Lieu of Insurance Taxes</u> _____ _____	<span style="border: 1px solid black; padding: 2px;">\$ 150.00</span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;">\$ 150.00</span>
Funds requested from: <u>101-234-71600</u> (description and GL number) _____ _____ _____ _____	<u>Health &amp; Insurances</u> _____ _____ _____ _____	<span style="border: 1px solid black; padding: 2px;">\$ 150.00</span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;">\$ 150.00</span>

Explanation of request:

Those not taking the Township health insurance receive an 'In lieu of' payment that is considered income to the employee. The Township must pay social security on this amount (payroll taxes). Both the payment and the payroll tax payments are shifting from payments made from the General Township Operations (101-249) account to the Health Insurance account (101-234). This amendment adds the funds needed for the payroll tax. The request is to shift funds from an existing line in the same account. No new money requested.

Supervisor/Clerk/Treasurer Review:  11-4-21  
 (pending or date reviewed)

Board Authorization:   
 (pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/07/2021

Department Head Name: Owens

Fund Name:

		Amount	
Additional Funds Request for: (description and GL number)	<u>101-249-95800</u>	<u>Education/Dues</u>	<input type="text" value="\$ 1,000.00"/>
	<u></u>	<u></u>	<input type="text"/>
	<u></u>	<u></u>	<input type="text" value="\$ 1,000.00"/>
Funds requested from: (description and GL number)	<u>101-218-97400</u>	<u>Capital Outlay</u>	<input type="text" value="\$ 1,000.00"/>
	<u></u>	<u></u>	<input type="text"/>
	<u></u>	<u></u>	<input type="text"/>
	<u></u>	<u></u>	<input type="text"/>
	<u></u>	<u></u>	<input type="text" value="\$ 1,000.00"/>

Explanation of request:

Increases to dues resulting in a slight over run of this line item. Additionally, some education/training programs cannot be known in advance and are worthwhile development opportunities for Board and employees.

Supervisor/Clerk/Treasurer Review:

Board Authorization:

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/07/2021


Department Head Name: Biddle

Fund Name: 101 General

		Amount	
Additional Funds Request for: (description and GL number)	<u>101-209-80700</u>	Contracted Appeals	<b>\$ 25,000.00</b>
	_____	_____	_____
	_____	_____	<b>\$ 25,000.00</b>
Funds requested from: (description and GL number)	<u>101-218-97400</u>	Capital Outlay	<b>\$ 25,000.00</b>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	<b>\$ 25,000.00</b>

Explanation of request:

Higher number of commercial tax appeals than anticipated, thus need for more appraisal and legal work as the township defends assessments on behalf of all the taxing jurisdictions.

Supervisor/Clerk/Treasurer Review:  12/10/21  
(pending or date reviewed)

Board Authorization: \_\_\_\_\_  
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/07/2021

Department Head Name: Rick Everett

Fund Name:

			Amount
Additional Funds Request for: (description and GL number)	Fuel, Oil & Grease	107-756-86800	\$ 450.00
	_____	_____	_____
	_____	_____	\$ 450.00
Funds requested from: (description and GL number)	Grounds Maint Equipment	107-756-75300	\$ 450.00
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	\$ 450.00

Explanation of request:

Fuel Expense (which includes mowers and grounds equipment) is up due to higher fuel costs, longer mowing season (hard frost not until November) and more robust growing season (no dry-out in July and August). Grounds Maint Equipment costs were less than expected.

Supervisor/Clerk/Treasurer Review:

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

Clear Form

### BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/03/2021

Department Head Name: Chief Mark Barnes

Fund Name: 206 Fire Operations

		Amount	
Additional Funds Request for:	<u>206-340-86800</u>	Fuel	<u>\$ 3,000.00</u>
(description and GL number)	<u>206-336-70310</u>	FTE Other Overtime	<u>\$ 24,000.00</u>
	<u>206-341-75300</u>	Grounds Maint Equipment	<u>\$ 400.00</u>
			<u>\$ 27,400.00</u>
Funds requested from:	<u>206-336-96300</u>	Admin Contingency	<u>\$ 27,400.00</u>
(description and GL number)			
			<u>\$ 27,400.00</u>

Explanation of request:

Fuel increase due to higher cost of product and a 19% increase in calls. Our 2021 total fuel cost is close to 25% more than in 2020.  
FTE Other Overtime - Budget was created prior to the labor contract being agreed upon and implemented.  
Grounds Maint Equipment - line item has a very small beginning allowance.

Supervisor/Clerk/Treasurer Review: [Signature] 12/10/21  
(pending or date reviewed)

Board Authorization: [Signature]  
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/08/2021


Department Head Name: Barnes

Fund Name: 206 Fire Operations

		Amount	
Additional Funds Request for: (description and GL number)	<u>206-340-96100</u>	BOR/MTT Refunds	<b>\$ 5,000.00</b>
	_____	_____	_____
	_____	_____	<b>\$ 5,000.00</b>
Funds requested from: (description and GL number)	<u>206-336-96300</u>	Admin Contingency	<b>\$ 5,000.00</b>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	<b>\$ 5,000.00</b>

Explanation of request:

Michigan Tax Tribunal rulings refunds. These cannot be known so are budget amendments when/if they occur.

Supervisor/Clerk/Treasurer Review:  12/10/21  
(pending or date reviewed)

Board Authorization: \_\_\_\_\_  
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/08/2021

Department Head Name: Karen High

Fund Name:

		Amount	
Additional Funds Request for: (description and GL number)	Capital Outlay - playground communication boards	107-756-97400	\$ 3,500.00
	_____	_____	_____
	_____	_____	\$ 3,500.00
Funds requested from: (description and GL number)	Capital Outlay/Improvements	107-756-97400.DRFMP3	\$ 3,500.00
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	\$ 3,500.00

Explanation of request:

Playground Communication Boards were not included in the 2021 budget. In May 2021, Oshtemo was selected to receive a reimbursement grant to cover the most of the project cost. Funds raised by Friends of the Parks will cover the remainder of the cost. A budget amendment is needed to allow for the expenditure. The boards have been ordered but not received due to shipping delays. Reimbursement for will occur in 2022.

Supervisor/Clerk/Treasurer Review:

Board Authorization:

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/08/2021


Department Head Name: Marc Elliott/lhc

Fund Name: 492 USDA Sewer Phase 1

		Amount	
Additional Funds Request for: (description and GL number)	<u>490-000</u>		
			<b>\$ 0.00</b>
Funds requested from: (description and GL number)	<u>492-000-96500</u>	<u>Transfer to Sewer 490 Fund</u>	
	<u>493-000-96500</u>	<u>Transfer to Sewer 490 Fund</u>	
			<b>\$ 0.00</b>

Explanation of request:

Request is to transfer remaining fund balance from 492 and 493 funds to the main 490 sewer fund. Monies were transferred in 2020 in anticipation of USDA sewer construction but not fully expended in FY20 because both projects were placed on hold. Funds do not need to reside in these two funds and should be joined with the general sewer fund balance to achieve an FY21 year-end balance of zero in both 492 & 493.

Supervisor/Clerk/Treasurer Review:  12/10/21  
(pending or date reviewed)

Board Authorization:   
(pending or date authorized)



# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/08/2021

Department Head Name: High

Fund Name:

		Amount	
Additional Funds Request for: (description and GL number)	<u>107-756-82600</u>	Legal Fees	<input type="text" value="\$ 2,500.00"/>
	<u></u>		<input type="text"/>
	<u></u>		<input type="text" value="\$ 2,500.00"/>
Funds requested from: (description and GL number)	<u>107-756-97400.DRFMP3</u>	Capital Outlay/Improvements	<input type="text" value="\$ 2,500.00"/>
	<u></u>		<input type="text"/>
	<u></u>		<input type="text"/>
	<u></u>		<input type="text"/>
	<u></u>		<input type="text" value="\$ 2,500.00"/>

Explanation of request:

Higher than expected legal fees due to work on the Fruitbelt Trail and because tracking refinement for legal hours.

Supervisor/Clerk/Treasurer Review:

Board Authorization:

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/10/2021

Department Head Name: M Elliott (Public Works)

Fund Name: 490 Sewer

		Amount	
Additional Funds Request for:	490-000-81000.SANPH1	Legal Fees, Phase 1 Sewer	\$ 18,400.00
(description and GL number)			
			\$ 18,400.00
Funds requested from:	490-000-81000	Legal Fees (unclassified)	\$ 2,800.00
(description and GL number)	490-000-96400	Construction Costs	\$ 15,600.00
			\$ 18,400.00

Explanation of request:

Sanitary Sewer Legal Fees are higher due to additional need for legal consult for the neighborhood sewer extensions This BA includes creating a new "SANPH1" GL detail line to provide cost transparency applicable to the sewer extension project. As a consequence, the unclassified budget for the master GL number is being reduced be \$2,800. The remaining source of funds for the new "SANPH1" code are from budgeted sewer construction expenses not expected to be used in 2021. No new money is being requested.

Supervisor/Clerk/Treasurer Review:  12/10/21  
 (pending or date reviewed)

Board Authorization:   
 (pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/06/2021

Department Head Name: Clare Buszka

Fund Name:

		Amount	
Additional Funds Request for: (description and GL number)	<u>101-174-70200</u>	Treasurer Salaries	<input type="text" value="\$ 8,000.00"/>
	<u>101-174-71500</u>	Treasurer FICA	<input type="text" value="\$ 300.00"/>
			<input type="text" value="\$ 8,300.00"/>
Funds requested from: (description and GL number)	<u>101-218-97400</u>	Capital Outlay	<input type="text" value="\$ 8,300.00"/>
			<input type="text" value=""/>
			<input type="text" value=""/>
			<input type="text" value=""/>
			<input type="text" value="\$ 8,300.00"/>

Explanation of request:

Requesting additional funds to cover higher than expected expenses.

Supervisor/Clerk/Treasurer Review:   
(pending or date reviewed)

Board Authorization:   
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/09/2021


Department Head Name: M Elliott (Public Works)

Fund Name: 490 Sewer

		Amount	
Additional Funds Request for: (description and GL number)	490-000-82000.SANPH1	Engineering Fees, Phase 1 Swr	\$ 1,544.00
	490-000-82000.SANPH2	Engineering Fees, Phase 2 Swr	\$ 52,000.00
			\$ 53,544.00
Funds requested from: (description and GL number)	490-000-96400	Construction Costs	\$ 53,544.00
			\$ 53,544.00

Explanation of request:

FY21 was initiated without budget lines for the Phase 1 and Phase 2 sewer projects, as proceeding forward with these projects was dependent upon Board exploration of a new financing strategy and re-notice of intent to sell municipal bonds. This amendment reactivates the previously used project codes of SANPH1 and SANPH1 for FY21. Source of funds are sewer construction expenses not expected to be used in 2021. No new money requested.

Supervisor/Clerk/Treasurer Review:  12/10/21  
(pending or date reviewed)

Board Authorization:   
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/09/2021

Department Head Name: Anna Horner

Fund Name: 101 General

		Amount	
Additional Funds Request for: (description and GL number)	<u>101-506-82000</u>	Engr Fees (Parkview Ave NM Survey)	<u>\$ 10,500.00</u>
	<u>490-000-96400</u>	Construct Costs (Parkview Ave Sewer Survey)	<u>\$ 5,223.40</u>
			<u>\$ 15,723.40</u>
Funds requested from: (description and GL number)	<u>101-506-97600</u>	Capital Outlay	<u>\$ 10,500.00</u>
	<u>490-000-96400</u>	Construction Costs	<u>\$ 5,223.40</u>
			<u>\$ 15,723.40</u>

Explanation of request:

In coordination effort with the RCKC Roadway Safety Improvement Project for Compact Urban ("mini") Roundabouts on Parkview Ave at 11th St and 12th St, the Township is pursuing Sanitary Sewer and Non-motorized related work. At this stage, this includes topographical survey. The consulting engineering firm, HRC hired by the RC, was utilized to realize the efficiency and common elements between the projects. Given schedule of RC and approaching winter, this work was approved by Supervisor under emergency situation. This work was anticipated and in the approved 2022 Budget. Requested funds are from projects not completed in 2021 - no new money requested.

Supervisor/Clerk/Treasurer Review: [Signature] 12/10/21  
(pending or date reviewed)

Board Authorization: [Blank]  
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/08/2021

Department Head Name: Owens

Fund Name: 207 Police

		Amount	
Additional Funds Request for: (description and GL number)	207-310-96100	BOR/MTT Refunds	\$ 3,000.00
			\$ 3,000.00
Funds requested from: (description and GL number)	207-310-80200	Protection Contract	\$ 3,000.00
			\$ 3,000.00

Explanation of request:

Michigan Tax Tribunal rulings rare not budgeted as the rulings cannot be known in advance. The Protection Contract line this is being pulled from received a a credit of over \$70K due to a Covid-19 reimbursement the County received and in turn reimbursed the Township for our contracted police protection services.

Supervisor/Clerk/Treasurer Review:  12/10/21  
 (pending or date reviewed)

Board Authorization:   
 (pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/08/2021

Department Head Name: Karen High

Fund Name:

			Amount
Additional Funds Request for: (description and GL number)	Salaries	107-756-70210	\$ 14,000.00
			\$ 14,000.00
Funds requested from: (description and GL number)	Capital Outlay/Improvements	107-756-97400.DRFMP3	\$ 4,000.00
	Carryover	101-001-40100	\$ 10,000.00
			\$ 14,000.00

Explanation of request:

The 2021 budget for parks salaries (\$77,953) was reduced from previous years, possibly because of the amount spent in 2020 (\$69,721). The 2020 budget for parks salaries was \$94,472. 2020 expenditures may have been less due to covid. Additional funds are needed to cover the cost of salaries in 2021. Funds are requested in part from Planning and Public Works to reflect staffing assistance from Parks Director in 2021.

Planning will cover \$5,000, Public Works will cover \$5,000, and Parks will cover the other \$4,000.

Supervisor/Clerk/Treasurer Review:

(pending or date reviewed)

Board Authorization:

(pending or date authorized)





# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/08/2021


Department Head Name: Lubbert

Fund Name: 900 DDA

		Amount	
Additional Funds Request for: (description and GL number)	<u>900-728-82600</u>	Legal Fees	\$ 300.00
	_____	_____	_____
	_____	_____	\$ 300.00
Funds requested from: (description and GL number)	<u>900-728-80800</u>	Consultants	\$ 300.00
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	\$ 300.00

Explanation of request:

Higher than anticipated legal fees. Legal fees vary vased upon DDA activity in any given year.

Supervisor/Clerk/Treasurer Review:  12/10/21  
(pending or date reviewed)

Board Authorization: \_\_\_\_\_  
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/09/2021

Department Head Name: M. Barnes, Fire Chief

Fund Name: 206 Fire Operations

			Amount
Additional Funds Request for: (description and GL number)	<u>Training Supplies</u>	<u>206-340-76000</u>	<b>\$ 6,000.00</b>
	_____	_____	_____
	_____	_____	<b>\$ 6,000.00</b>
Funds requested from: (description and GL number)	<u>Continuing Education</u>	<u>206-336-95900</u>	<b>\$ 6,000.00</b>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	<b>\$ 6,000.00</b>

Explanation of request:

To construct a simulated residential structure used for hands-on training in: Firefighter survival, search, rescue, hose line deployment, ventilation... We continue to happily obtain new POC members but they often have no experience in these high risk skills. As COVID has precluded other trainings, this is an opportunity to make a needed improvement without increasing the total budget.

Supervisor/Clerk/Treasurer Review:   
(pending or date reviewed)

Board Authorization:   
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/08/2021


Department Head Name: Lubbert

Fund Name: 247 SoDA

		Amount
Additional Funds Request for: (description and GL number)	<u>247-728-82500</u> <u>Accounting &amp; Audit Fees</u>	<span style="border: 1px solid black; padding: 2px;">\$ 300.00</span>
	_____	<span style="border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>
	_____	<span style="border: 1px solid black; padding: 2px;">\$ 300.00</span>
Funds requested from: (description and GL number)	<u>247-728-93300</u> <u>Repairs/Maintenance</u>	<span style="border: 1px solid black; padding: 2px;">\$ 300.00</span>
	_____	<span style="border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>
	_____	<span style="border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>
	_____	<span style="border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>
	_____	<span style="border: 1px solid black; padding: 2px;">\$ 300.00</span>

Explanation of request:

Additional accounting services utilized in 2021.

Supervisor/Clerk/Treasurer Review:  12/10/21  
(pending or date reviewed)

Board Authorization:   
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/06/2021


Department Head Name: Mark Barnes

Fund Name: 206 Fire Operations

		Amount	
Additional Funds Request for: (description and GL number)	206-340-91200	Fire General Insurance	\$ 11,200.00
	_____	_____	_____
	_____	_____	\$ 11,200.00
Funds requested from: (description and GL number)	206-336-96300	Admin Contingency	\$ 11,200.00
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	\$ 11,200.00

Explanation of request:

Requesting additional funds due to increase in insurance premium.

Supervisor/Clerk/Treasurer Review:  12/10/21  
(pending or date reviewed)

Board Authorization: \_\_\_\_\_  
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 12/06/2021

Department Head Name: Anna Horner

Fund Name: 490 Sewer

		Amount	
Additional Funds Request for:	<u>490-000-70200</u>	<u>Sewer Salaries</u>	<span style="border: 1px solid black; padding: 2px;">\$ 2,500.00</span>
(description and GL number)	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>	<span style="border: 1px solid black; padding: 2px;"></span>
			<span style="border: 1px solid black; padding: 2px;">\$ 2,500.00</span>
Funds requested from:	<u>490-000-96300</u>	<u>Reimbursements to Developers</u>	<span style="border: 1px solid black; padding: 2px;">\$ 2,500.00</span>
(description and GL number)	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<span style="border: 1px solid black; padding: 2px;"></span>
			<span style="border: 1px solid black; padding: 2px;">\$ 2,500.00</span>

Explanation of request:

Public Works Department is in transition with staff and with projects, thus the salary estimates were slightly less than what has actually transpired in 2021. No new money requested.

Supervisor/Clerk/Treasurer Review:  12/10/21

Board Authorization:

OSHTEMO CHARTER TOWNSHIP  
KALAMAZOO COUNTY, MICHIGAN

**POVERTY EXEMPTIONS GUIDELINES – 2022**

Meeting of the Township Board on December 14, 2021

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the Township Board; and

WHEREAS, the homestead of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390 of 1994, as amended (MCL 211.7u); and

WHEREAS, pursuant to Public Act 390 of 1994, as amended, Oshtemo Charter Township, Kalamazoo County adopts the following guidelines for the Supervisor and Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- (1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- (2) File a claim with the Supervisor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the homestead.
- (3) Produce a valid driver's license or other form of identification if requested.
- (4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested, if requested.
- (5) Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget.

- (6) The application for an exemption shall be filed after January 1, but at least a week before the start of the March Board of Review, July Board of Review, or December Board of Review.

Poverty exemption standards shall be as follows:

The following are the poverty thresholds as of December 31, 2021, for use in setting poverty exemption guidelines for 2022 assessments:

<b>Size of Family Unit</b>	<b>2022 Poverty Guidelines (Federal)</b>	<b>2022 Qualifying Income Level (Per Township Policy)</b>
1	\$12,880	\$16,100
2	\$17,420	\$21,775
3	\$21,960	\$27,450
4	\$26,500	\$33,125
5	\$31,040	\$38,800
6	\$35,580	\$44,475
7	\$40,120	\$50,150
8	\$44,660	\$55,825
For each additional person	\$4,540	\$5,675

1. Applicants must complete an application, except for their signature, and return it in person to the Assessor’s Office.
2. Applications must be signed and witnessed by an employee of the Township and filed with the Assessor after January 1 but at least a week before the start of the March Board of Review, July Board of Review, or December Board of Review.
3. Applicant must submit the previous year’s Federal Income Tax Return and State Income Tax Return.
4. Applications may be reviewed by the Board without applicant being present, however, the Board may request the applicant be physically present to respond to questions; and may be called upon to appear on short notice.
5. Answers to questions regarding the applicant’s financial affairs, health or medical expenses, employment status of those residing in the residence may be requested before the meeting of the Board.
6. Applicants will be administered an oath of truth.

7. An asset test considering all assets owned by the applicant other than the applicant's homestead, vehicle, and normal household goods will be used in determining whether relief should be granted. Homeowners with assets in excess of \$25,000 may not be eligible for tax exemption consideration.
8. The Board may grant property tax relief based on poverty annually.
9. Applicant may be subject to investigation by the Township to verify information submitted or statements made in regard to a tax exemption claim.
10. The meeting may be recorded, and minutes will be kept of all proceedings of the Board of Review and all meetings held in compliance with the Open Meetings Act.
11. The Board of Review shall follow the policy and guidelines of Oshtemo Charter Township as set forth in this resolution in granting or denying an exemption unless the Board of Review determines there are substantial and compelling reasons why there should be deviation from the policy and guidelines and the substantial and compelling reasons are communicated in writing to the applicant.
12. Applicants will be evaluated based on data submitted to the Board of Review, testimony taken from the applicant and information gathered from any source by the Township.
13. Those homeowners who meet the income and asset limitations set forth herein may be granted an exemption or partial exemption.

A formal motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_ that the Board of Review follow the above-stated policy and federal guidelines in granting or denying an exemption.

The following voted "Aye":

The following voted "Nay":

The following was absent:



The following “Abstained”:

The Supervisor declared the Formal Motion had been adopted.

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Elizabeth Heiny-Cogswell, Supervisor  
Oshtemo Charter Township

\* \* \* \* \*

CERTIFICATE

I, Dusty Farmer, the duly elected and acting Clerk of the Charter Township of Oshtemo, hereby certify that the foregoing Formal Motion was adopted by the Township Board of said Charter Township at a regular meeting of said Board held on December 14, 2020, at which meeting \_\_\_\_\_ 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.

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Dusty Farmer, Clerk  
Oshtemo Charter Township