

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

March 8th, 2022

Refer to www.oshtemo.org home page for Virtual Meeting Information

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

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

WORK SESSION ITEMS

4. Discussion on Police Protection VR Training Sponsorship (Continued)
5. Discussion on Fund Balance Policy
6. Other Updates & Business

BREAK (Time Permitting) – 7:05 P.M.

REGULAR SESSION ITEMS – 7:15 P.M.

7. Consent Agenda
 - a. Approve Minutes - February 22, 2022
 - b. Receipts & Disbursements Report
 - c. Budget Amendments
 - d. Labor Attorney Appointment
 - e. Job Description Amendments – Public Works Project Manager & Firefighter
8. Presentation on Planning Annual Report
9. Consideration of 2022 Road Maintenance Projects
10. Consideration of Fire Chief Recruitment Consultant
11. Public Comment
12. Board Member Comments

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

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

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

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

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

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

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

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

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

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday 8:00 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, email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to oshtemo@oshtemo.org and it will be directed to the appropriate person.

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

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

Zoom Instructions for Participants

Before a videoconference:

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

To join the videoconference:

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

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this **Meeting ID: 892 1337 3336**

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: **892 1337 3336#**

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



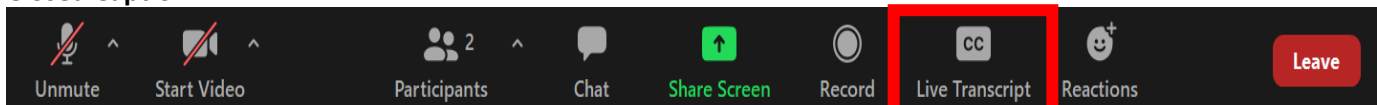
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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”.

Sample Fund Balance Policy Classification, Procedures and Appropriate Level

Purpose

The [entity name] believes that sound financial management principles require that sufficient funds be retained by the City/Township/Village/County to provide a stable financial base at all times. To retain this stable financial base, the organization needs to maintain a fund balance in the General Fund that is sufficient to fund all cash flows of the organization, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature, and to provide funds for all existing encumbrances.

The purpose of this policy is to establish a key element of the financial stability of the [entity name] by setting guidelines for fund balance. Fund balance is an important measure of economic stability. It is essential that the [entity name] maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the general operations of the [entity name].

In addition, this policy addresses the [entity name]'s requirements under GASB 54 surrounding the composition of fund balance, including the establishment and use of the various components of fund balance.

Definitions

Fund Balance – A governmental fund’s fund balance is the difference between its assets, deferred outflows and its liabilities and deferred inflows.

Fund Balance Components – An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. Under GASB 54, these are broken up into five categories:

- 1) Nonspendable fund balance – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund)

2) Restricted fund balance –Amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and dedicated millages.

3) Committed fund balance Amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

4) Assigned fund balance –Amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.

5) Unassigned fund balance – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Unrestricted fund balance - Unrestricted fund balance includes committed, assigned and unassigned fund balance categories. Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

Policies

Minimum Unrestricted Fund Balance - General Fund

The fund balance of the [entity]’s General Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities. The [entity name]’s basic goal is to limit expenditures to anticipated revenue in order to maintain a balanced budget.

It is the goal of the [entity name] to achieve and maintain an unrestricted fund balance in the general fund equal to ___% - ___% [insert range] of expenditures. The use of fund balance is appropriate [describe when fund balances can be spent down; best practice is for one-time expenditures, to avoid creating a structural deficit.] If

unassigned fund balance falls below the goal or has a deficiency, the [entity] will... [describe the procedures for replenishing fund balance as well as a timeline.

Committed Fund Balance

The [governing body] is the [entity name]'s highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the [governing body] at the [board/council] meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

Assigned Fund Balance

The [governing body] has authorized the [title of individual, name of body or other official] as the official authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

Order of Expenditure of Funds (Spending Prioritization)

When multiple components of fund balance are available for the same expenditure (for example, a project has both restricted and unrestricted funds available for it), spending will occur in this order – [list the following in order of spending prioritization-restricted, committed, assigned, and unassigned.]

Budget Amendment Request Worksheet

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Explanation of Request	Previously Discussed	Within Apprvd Budget
			GL Number	Description	Amount	GL Number	Description	Amount			
3/2/2022	Karen High	Parks	107-756-97400	Capital /Improvements	\$ 3,400.00	107-756-97400	Capital /Improvements	\$ 3,400.00	Authorization requested to expend \$4,400 for 2 signs at Drake Farmstead Park (entrance & exit). The overall line has sufficient funds, however the detail line was low at 1,000, plus increase in material cost.	YES	YES
					\$ 3,400.00			\$ 3,400.00			

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Explanation of Request	Previously Discussed	Within Apprvd Budget
			GL Number	Description	Amount	GL Number	Description	Amount			
3/2/2022	Iris Lubbert	General	101-805-80800	Consultant	\$ 100,000.00	101-001-61500	Planning Fees	\$ 100,000.00	Board previously approved consultants to assist with development reviews, to be paid through amended planning fees in October of 2021. No new funds requested as this is a 'pass through'.	YES	YES
			Total		\$ 100,000.00	Total		\$ 100,000.00			

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Explanation of Request	Previously Discussed	Within Apprvd Budget
			GL Number	Description	Amount	GL Number	Description	Amount			
3/2/2022	Libby HC	General	101-249-95810	Employee Recognition	\$ 1,500.00	101-001-40100	Carryover	\$ 1,500.00	HR Blanket PO request for Milestone Anniversary Recognition items, and other employee appreciation items in 2022. (Discussed/approved in 2020 & 2021. This is similar but was not budgeted for 2022).	YES	NO
			Total		\$ 1,500.00	Total		\$ 1,500.00			

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Explanation of Request	Previously Discussed	Within Apprvd Budget
			GL Number	Description	Amount	GL Number	Description	Amount			
3/4/2022	Anna Horner	Road Fund	204-506-97600	Capital Outlay	\$ 3,028.00	204-000-40300	Current Real Property Tax	\$ 3,028.00	Additional funds from Road Millage revenue to complete as many local road maintenance projects as possible with estimates from RCKC. No "carryover" yet since first year of fund. Total expenditures were approximately \$50k under revenues so within budget available.	YES	YES
			Total		\$ 3,028.00	Total		\$ 3,028.00			

Grand Total	\$ 107,928.00
Total Added to Budget (Projects not completed/not spent in 2021)	\$ 1,500.00
Total Not Previously Discussed with TB	\$ -

REVIEW DATE _____

SIGNATURE _____

CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: PUBLIC WORKS PROJECT MANAGER

General Summary:

The Public Works Department is responsible for oversight of the planning, engineering, and construction of public infrastructure projects in Oshtemo Township. Oshtemo Township Public Works Department is responsible for management of the local road network, associated storm water systems and drainage, sanitary sewer, lift stations, water main installations, and non-motorized facilities.

Under the direct supervision of the DIRECTOR OF PUBLIC WORKS, and general direction of the Township Supervisor, this position performs project management and advanced administration duties for public infrastructure.

Physical Requirements:

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

~~The employee must be able to drive to visit properties and project sites within the Township.~~

~~Property visits will be required to assist in evaluating development projects, site design, water run-off, water retention, compliance with construction plans and design, etc. While on site the employee must be able to traverse rough terrain to complete on-site inspections and bend and lift to inspect conditions and report as necessary.~~

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

~~The ability to communicate the goals of the Township, attend necessary public meetings, prepare reports and analyses and recommendations for the Capital Improvements Committee, Planning Commission, Zoning Board of Appeals, Township Board, orally and in writing, in English, is required, using a computer and/or a projector system~~

Commented [AH1]: Just don't think this needs to be upfront...moved to end

Typical Responsibilities:

Performs project management ~~and comprehensive administrative type work necessary to manage departmental operations and provide oversight of~~ public capital infrastructure projects including sanitary sewer, water, and storm water, sidewalk, path, and roads, for the Township.

Participates in planning and design phases of public infrastructure projects including scoping, feasibility studies, development, and review.

~~Participates in oversight of plans and contracts for public works projects, including bidding~~ Oversees bidding process, bid openings, tracking critical path, and construction administration.

~~e~~Ensures successful implementation of Township projects with day to day management and coordination, by interpreting if specifications are being followed, property owner communication, and timely responses are provided to keep projects on schedule. guidelines and requirements are enforced.

Completes project and site inspections for various types of compliance, progress and status reporting, and review or investigation.

Ensures project coordination with consultants, private contractors, Township departments and outside agencies for capital improvement projects and provides technical information and updates to appropriate stakeholders.

~~Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the public.~~ Answers department related questions and provides information to the public.

~~The employee must be able to meet with outside agencies, residents and businesses and other stakeholders when assigned by the DIRECTOR OF PUBLIC WORKS and provide professional and technical project information and updates.~~

~~Provides staff assistance to the Capital Improvements Committee on behalf of project goals, long range planning and implementation.~~ Participates in the development of the Five-Year Capital Improvement Plan in terms of project priority recommendations, coordination efforts and cost estimating.

~~Assist in completion of funding applications for Federal, State and County capital improvement projects. Subsequently, manages state/federal grants requirements and compliance on all assigned projects.~~

~~Conduct inventory and assessment of public infrastructure. Maintain, access and extract infrastructure and public works records in a variety of formats such as MS Office digital documents, hard copy plan sheets, scanned records, database files and spatial records in a geographic information system (GIS).~~

~~Support easement acquisition(s) for public works projects by meeting with property owners, negotiating work to accurately reflect exchange of property, verifying easement descriptions, and assist in recording of documents.~~

Provide research, analysis, or technical support as requested by the Director including but not limited to easement acquisition, funding applications, state/federal grant requirements, technical assessment of infrastructure, and record management.

Commented [AH2]: Summarized in item below

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

Employment Qualifications:

The Public Works Project Manager must also be able to visually review schematic drawings, permit applications, site plans and related documents.

The employee must have excellent verbal and written communication skills, ~~problem-solving and decision-making abilities~~, and exhibit strong attention to detail and organizational skills.

~~Proficient with the principals of project management.~~

~~The most successful candidate will possess highly effective communication skills for varying levels of industry understanding, ability to problem solve, and passion for ensuring the communities best interests are at the forefront of all decisions.~~

Education/Experience: Similar or equivalent experience....
Bachelor's degree in Project or Construction Management, Civil or ~~Environmental~~ Engineering, or related field.

Experience with public water, sewer and roads, minimum ~~four~~ 2 years.

~~Experience with project management 4 years.~~

~~Experience with government agencies, funding, and organization-~~

~~Experience with typical responsibilities listed above.~~

Commented [AH3]: I hope this is common sense...

DRIVER'S LICENSE REQUIREMENT:

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

Physical Requirements:

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

The employee must be able to drive to visit properties and project sites within the Township.

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

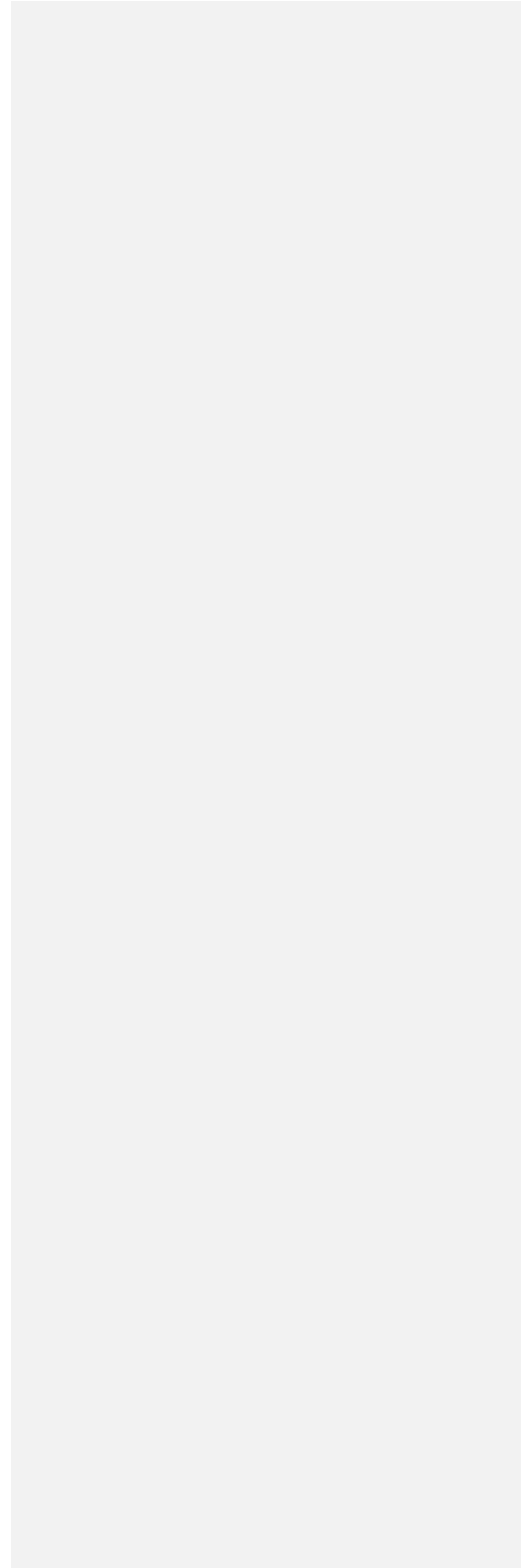
The ability to operate a computer, copy machine, and answer the telephone is required.

The ability to communicate the goals of the Township, attend necessary public meetings, prepare reports and analyses and recommendations for the Capital Improvements Committee, Planning Commission, Zoning Board of Appeals, Township Board, orally and in writing, in English, is required, using a computer and/or a projector system

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform

duties required by position.

Effective Date: 09/06/2021



CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: PUBLIC WORKS PROJECT MANAGER

General Summary:

The Public Works Department is responsible for oversight of the planning, engineering, and construction of public infrastructure projects in Oshtemo Township. Oshtemo Township Public Works Department is responsible for management of the local road network, associated storm water systems and drainage, sanitary sewer, lift stations, water main installations, and non-motorized facilities.

Under the direct supervision of the DIRECTOR OF PUBLIC WORKS, and general direction of the Township Supervisor, this position performs project management and advanced administration duties for public infrastructure.

Typical Responsibilities:

Performs project management public capital infrastructure projects including sanitary sewer, water, and storm water, sidewalk, path, and roads, for the Township.

Participates in planning and design phases of public infrastructure projects including scoping, feasibility studies, development, and review.

Oversees bidding process, bid openings, tracking critical path, and construction administration.

Ensures successful implementation of Township projects with day to day management and coordination, by interpreting if specifications are being followed, property owner communication, and timely responses are provided to keep projects on schedule.

Completes project and site inspections for various types of compliance, progress and status reporting, and review or investigation.

Ensures project coordination with consultants, private contractors, Township departments and outside agencies for capital improvement projects and provides technical information and updates to appropriate stakeholders.

Answers department related questions and provides information to the public.

Participates in the development of the Five-Year Capital Improvement Plan in terms of project priority recommendations, coordination efforts and cost estimating.

Provide research, analysis, or technical support as requested by the Director including but not limited to easement acquisition, funding applications, state/federal grant requirements, technical assessment of infrastructure, and record management.

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

Employment Qualifications:

The Public Works Project Manager must also be able to visually review schematic drawings, permit

applications, site plans and related documents.

The employee must have excellent verbal and written communication skills, and exhibit strong attention to detail and organizational skills.

Proficient with the principals of project management.

The most successful candidate will possess highly effective communication skills for varying levels of industry understanding, ability to problem solve, and passion for ensuring the communities best interests are at the forefront of all decisions.

Education/Experience: Similar or equivalent experience....

Bachelor's degree in Project or Construction Management, Civil or Environmental Engineering, or related field.

Experience with public water, sewer and roads, minimum 2 years.

Experience with project management 4 years.

DRIVER'S LICENSE REQUIREMENT:

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

Physical Requirements:

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

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

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

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

Effective Date: 03/09/22

CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: FIREFIGHTER

General Summary:

Under the direct supervision of the Township Fire Chief or his designee. It is a highly responsible position requiring abundant self-motivational attributes. Moderate to strong leadership qualities are necessary in the management of personnel, programs and emergency scenes.

In addition to emergency response duties, this person shall perform various administrative functions within the Fire Department (i.e. employee training, scheduling and record keeping).

This is a full-time, non-exempt FLSA 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 office, vehicle, and outdoor settings in all weather conditions, including temperature extremes during day and night. Work is often performed in emergency and stressful situations. 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 18 years of age or older.
- Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State.

- No felony convictions or disqualifying criminal histories within the past ten (10) 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. 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. The employee must have the ability to clearly hear and use telephones and other two-way communication devices, and 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 feet, 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 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.

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 Lieutenant or firefighter.

Ref: NFPA 1001 and 1500. Oshtemo Township’s Firefighter Entry Level Physical Performance Test.

Typical Responsibilities:

1. Assists the Fire Officers.
2. Is required to respond to all forms of emergencies.
3. Operate all forms of fire and emergency vehicles.
4. Operate fire, EMS and rescue related equipment.
5. Enter immediately-dangerous- to-life-and-health (IDLH) environments.
6. Document events in reports – handwritten and typed.
7. Accepts the responsibility for a variety of administrative functions.
8. In order to remain current on procedures and practices, employee shall participate in educational seminars, meetings and classes.
9. Works cooperatively with related 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
- Personal pager
- Personal computer and related equipment
- Calculator
- Telephone
- All types of EMS and fire equipment.

Minimum Employment Qualifications:

RESIDENCY REQUIREMENT (full-time position):

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

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).

TELEPHONE SYSTEM:

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

EDUCATION:

- High School graduate or equivalent.
- Fire Fighter Level II
- ICS 100 & ICS 200
- Michigan Medical First Responder

EXPERIENCE:

- Prefer a minimum of two (2) years of fire service experience.
- Experience in driving and operating emergency fire service vehicles.
- Training in the provision of direct personnel supervision.
- Training in the provision of incident command services.
- Skilled in the use of typical office software, i.e. Microsoft Word, Excel and PowerPoint.

Desirable Qualifications:

EDUCATION:

- Fire Officer I or II Certification.

EXPERIENCE:

- Prefer a minimum of two (2) years of fire service experience.
- Skilled in the use of computer programs that relate to fire and emergency 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 Charter Township *Employee Handbook*, Section 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.

Commented [MB1]: This is proof of the candidate having incident command training.

Commented [MB2]: This is already listed as a requirement in the licensing category above.

Commented [MB3]: Moved to Desirable Qualifications

Commented [MB4]: Now that we have FTE's, new FTE's will not be called upon to have supervisory experience.

Commented [MB5]: See ICS 100 noted above under Education.

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

CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: FIREFIGHTER

General Summary:

Under the direct supervision of the Township Fire Chief or his designee. It is a highly responsible position requiring abundant self-motivational attributes. Moderate to strong leadership qualities are necessary in the management of personnel, programs and emergency scenes.

In addition to emergency response duties, this person shall perform various administrative functions within the Fire Department (i.e. employee training, scheduling and record keeping).

This is a full-time, non-exempt FLSA 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 office, vehicle, and outdoor settings in all weather conditions, including temperature extremes during day and night. Work is often performed in emergency and stressful situations. 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 18 years of age or older.
- Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State.

- No felony convictions or disqualifying criminal histories within the past ten (10) 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. 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. The employee must have the ability to clearly hear and use telephones and other two-way communication devices, and 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 feet, 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 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.

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 Lieutenant or firefighter.

Ref: NFPA 1001 and 1500. Oshtemo Township’s Firefighter Entry Level Physical Performance Test.

Typical Responsibilities:

1. Assists the Fire Officers.
2. Is required to respond to all forms of emergencies.
3. Operate all forms of fire and emergency vehicles.
4. Operate fire, EMS and rescue related equipment.
5. Enter immediately-dangerous- to-life-and-health (IDLH) environments.
6. Document events in reports – handwritten and typed.
7. Accepts the responsibility for a variety of administrative functions.
8. In order to remain current on procedures and practices, employee shall participate in educational seminars, meetings and classes.
9. Works cooperatively with related 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
- Personal pager
- Personal computer and related equipment
- Calculator
- Telephone
- All types of EMS and fire equipment.

Minimum Employment Qualifications:

RESIDENCY REQUIREMENT (full-time position):

Per allowance of Michigan Compiled Laws 15.601-15.603 (Public Act #212 of 1999 or “Residency Act”) full-time fire personnel may not establish residency further than 20 miles from the nearest Oshtemo Charter Township border:

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).

TELEPHONE SYSTEM:

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

EDUCATION:

- High School graduate or equivalent.
- Fire Fighter Level II
- ICS 100 & ICS 200

EXPERIENCE:

- Skilled in the use of typical office software, i.e. Microsoft Word, Excel and PowerPoint.

Desirable Qualifications:

EDUCATION:

- Fire Officer I or II Certification.

EXPERIENCE:

- Prefer a minimum of two (2) years of fire service experience.
- Skilled in the use of computer programs that relate to fire and emergency 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 Charter Township *Employee Handbook*, Section 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: 03/09/22

March 2, 2022

Mtg Date: March 8, 2022
To: Oshtemo Charter Township Board
From: Iris Lubbert, AICP, Planning Director
Subject: 2021 Planning Department Annual Report



Objective:

Accept the 2021 Planning Department Annual Report. The Planning Commission and Zoning Board of Appeals reviewed the report at their respective late February meeting; both unanimously approved forwarding the report to the Township Board.

Background:

Every year the Oshtemo Planning Department produces a report that satisfies the requirements of Section 308 of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), which states that a Planning Commission must prepare an annual report documenting the administration of their municipality's Zoning Ordinance and outline possible future amendments to the Ordinance. The attached report fulfills the obligation for 2021 and provides updates on the activities and projects planned for 2022.

It should be noted that the Planning Department has expanded the scope of the report to further document the activities of the Zoning Board of Appeals and the administrative activities of the Planning Department staff. By doing so, the document provides a more complete picture of Planning and Zoning activities within the Township. This report is intended to not only document past and ongoing activities but also help the Township Board develop its own work plans and budgets for the coming year.

Attachments: 2021 Planning Department Annual Report

OSHTEMO

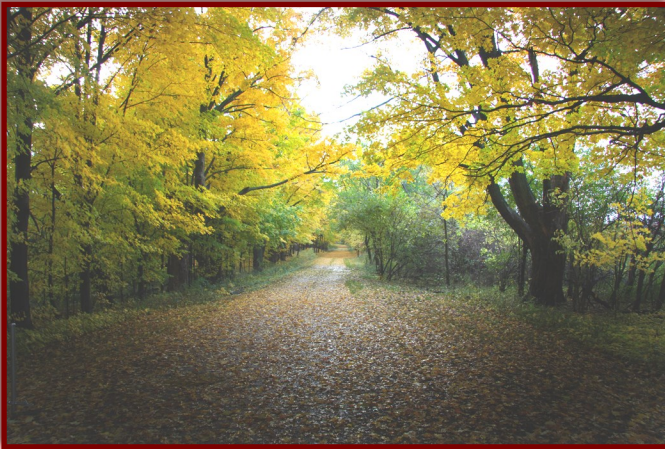
PLANNING DEPARTMENT

CHARTER

ANNUAL REPORT

2021

TOWNSHIP



LEGISLATIVE REQUIREMENTS

Section 308 of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended) requires the Planning Commission to prepare an annual report for the Township Board documenting the administration of the Zoning Ordinance. It is also a requirement to outline possible future amendments to the Ordinance. This report fulfills this obligation for 2021 and provides updates on the activities and projects planned for 2022.

The Planning Department has expanded the scope of the report to further document the activities of the Zoning Board of Appeals and the administrative activities of the Planning Department staff. By doing so, the document provides a more complete picture of the Planning and Zoning activities in the Township. This report is submitted to the Township Board for review and consideration as it develops its own work plans and budgets for the coming years.

PLANNING COMMISSION

2021 ORDINANCE AMENDMENTS

Child and Adult Care Centers — In November 2020 the Planning Commission reviewed a conditional rezoning request to rezone a property to a higher intensity in order for the site to have a Child Care Center. Although the rezoning request was denied as it was considered spot zoning, the topic of Child Care Centers piqued both the Planning Commission's and Public's interest. There was a general agreement that child care options are important and more flexibility was needed that would allow for more of this type of service. Staff was asked to review the code and see if there was a way to appropriately allow for more Child Care Centers in Oshtemo. Coincidentally, around the same time as the rezoning discussion, a site plan for initial discussion was submitted to staff that entailed an Adult Care Center. After reviewing the code, it was unclear where and if this use was permitted. After discussion with legal counsel it was determined that this use was comparable to a Child Care Center and that a code amendment would be appropriate. For the sake of efficiency, language to address deficiencies in the code regarding Adult Care Centers was incorporated into the proposed Child Care Center code amendment discussion. This proposed code amendment was introduced to the Planning Commission at their regular December 10, 2020 meeting. After discussion the Commission unanimously approved forwarding the proposed text to a Public Hearing on January 14, 2021 where a motion to recommend approval to the Township Board was unanimously accepted. The Township Board adopted the amendment at their February 9, 2021 regular meeting.

Pools on Corner Lots (front yard setback) — In November 2020 the Zoning Board of Appeals reviewed and unanimously approved a variance request to permit an in-ground pool to protrude 20 feet into the required 30-foot front yard setback. The property in question was a small corner lot located within a Plat. As this was not the first variance approved to allow an in-ground pool to protrude into a corner lot's front yard the Zoning Board of Appeals requested that the relevant code section be sent to the Planning Commission to consider an update to

provide some flexibility to in-ground pools on corner lots. Using the discussion at the Zoning Board of Appeals meeting as a starting point, a proposed amendment was introduced to the Planning Commission for discussion at their regular December 2020 meeting. After discussion the Commission approved forwarding the proposed text to a Public Hearing on January 14, 2021 where a motion to recommend approval to the Township Board was unanimously accepted. The Township Board adopted the amendment at their February 9, 2021 regular meeting.

Uses on Nonconforming lots— Planning Staff was approached by an individual that wished to build a medical office, a special use in the R-3 Zoning District, on a legal nonconforming parcel. What can be built on a legal nonconforming parcel, lot, or building site is outlined in Section 63.20 of the Oshtemo Ordinance which stated that "permitted uses of the zoning district" are allowable on these types of properties. Both the Planning Department and Legal Counsel interpreted the language in Section 63.20 to mean that only the uses outlined under the "permitted uses" and "permitted uses with conditions" categories of a zoning district would be allowed on legal nonconforming properties. This meant that the requested medical office, a special use, would not be permitted on the legal nonconforming lot in question. However, after additional research and discussion, the Planning Commission, Planning Department, and Legal Counsel determined that this interpretation is not the intent of the code and was not consistent with how this section had been interpreted in the past. An ordinance amendment to provide clear direction and ensure consistency was introduced to the Planning Commission; a Public Hearing was held on February 11, 2021 where a motion to recommend approval to the Township Board was unanimously accepted. The Township Board adopted the amendment at their March 9, 2021 regular meeting.

Sidewalk installation for private development— Over the years the Township has adopted several policies and ordinances to establish a physical and cultural environment that supports and encourages safe, comfortable, and convenient ways for a diverse population of pedestrians and bicyclists to travel throughout the Township and into the surrounding communities. The most recent of which was through the Go!Green Oshtemo – 5 Year Parks and Recreation Master Plan. Part of the plan included an action strategy to continue to require provisions for nonmotorized transportation facilities with site plan reviews. The Zoning Ordinance language that continues to implement this action strategy is Section 57.90. The Township Board discussed this section of the code and the Township’s current sidewalk policies at their March 9, 2021 regular meeting. At that meeting the Board agreed that sidewalks should be installed more aggressively and this section of the code needs to be revisited and refined. Staff presented the Township Board’s request to the Planning Commission at their regular March 25, 2021 meeting for an initial discussion; the Planning Commission worked on an amendment over multiple meetings. A Public Hearing for the proposed text was held on July 13, 2021 where the Planning Commission unanimously motioned to forward the proposed amendment to the Township Board. The amendment addresses the Township Board’s concerns regarding the installation of nonmotorized facilities in connection to site plan reviews, provides clear direction to both staff and developers, and makes this section consistent with other existing sections of the ordinance. After a revision, the Township Board adopted the amendment at their August 25, 2021 meeting.

Outdoor lighting standards for loading docks — The Zoning Board of Appeals reviewed a variance request from Section 54.60 for a commercial site to use pole lighting standards for wall mounted lights illuminating the loading docks on the back of a building. The argument presented was primarily that the site needed that level of lighting on the rear of the building and a pole light at this location would create an unnecessary and dangerous obstacle for trucks to maneuver around. After discussion the Zoning Board of Appeals unanimously voted to approve the variance request and to send a request to the Planning Commission to consider an amendment to the ordinance to better address lighting for loading docks. Staff presented the Zoning Board of Appeals request along with a drafted amendment to the Planning Commission at their regular August 12, 2021 meeting. After discussion and revisions, the Planning Commission unanimously motioned to forward the amendment to a Public Hearing. A Public Hearing for the proposed text was held on September 9, 2021 where the Planning Commission unanimously motioned to forward the proposed amendment to the Township Board. The Township Board adopted the amendment at their September 28, 2021 meeting.

UPCOMING ORDINANCE AMENDMENTS

One of the purposes of the Annual Report is to look ahead to 2022 and anticipate those items that the Planning Commission desires to address or work on over the next 12 months and beyond in the area of planning and zoning.

Housing Action Plan —Thriving, inclusive communities have a diverse and affordable supply of housing. For Oshtemo to address the needs of its growing population and housing affordability challenges, the Township entered into an agreement with the W.E. Upjohn Institute for Employment Research on September 28, 2021 to develop a housing action plan, to become part of the Township’s Master Plan, which will ultimately translate community housing needs into programs, policies, and ordinance updates. The Planning Commission is the project’s steering committee. W.E.Upjohn is in the process of completing their background research and is scheduled to hold their first meeting with the Planning Commission on February 24, 2022.

5G—5G refers to a new type of communication tower linked to driverless cars. Federal regulations have required that municipalities allow for these special towers. The zoning ordinance needs to be updated if the Township wants to have any control over where and how these towers are placed. In 2021 adopting a 5G ordinance was identified as a top priority by the Planning Commission. With the Planning Commission’s and Township Board’s Approval a contract was entered into with McKenna Associates on November 5, 2021 to develop a 5G ordinance. Work on this ordinance is ongoing.

VC and Village Form Based Code update—The Oshtemo Downtown Development Authority (DDA), with the blessing of staff and the Planning Commission, entered into an agreement with Wade Trim on September 29, 2021 to prepare a draft ordinance amendment to implement the recommendations outlined in the 2019 Village Theme Development Plan Update – a plan guiding future growth and development of the DDA’s district surrounding Stadium Drive and 9th Street. Work on these amendments is ongoing.

Other ordinance amendment topics also on the Planning Commissions project list include: Maple Hill South Mixed-Use Overlay District; Permitted Uses, Permitted Uses with Conditions, and Special Uses; signage; sidewalk, lighting, dry sewer in developments; marijuana; nonhazardous materials; and the continued implementation of the Go!Green Oshtemo Plan.

REZONINGS

The Planning Commission received no rezoning requests in 2021; four less requests than in 2020.

SUBDIVISION/SITE CONDOMINIUMS

No new subdivision or site condominium requests were submitted to the Township in 2021. No requests were reviewed in 2020.

SPECIAL EXCEPTION USES

A total of seventeen Special Exception Use applications were submitted to the Planning Department in 2021, which is nine more than were evaluated in 2020. All but one were approved, each with a specific set of conditions, which the applicant was required to meet as part of the development of the project.

Tables summarizing all Special Exception Use reviews in 2021 can be found on the following two pages.

Five of the Special Exception Uses were for new construction. 1) Hampton Plaza, a new 7,488 square foot multi-tenant, retail sales commercial building with a drive-thru to be constructed on the now vacant 6297 W Main Street. 2) Jiffy Lube requested to build a new 3,020 square foot Jiffy Lube vehicle service facility in an excess portion of Meijer's parking lot. 3) The Kalamazoo County Consolidated Dispatch Authority submitted a request for the construction of two new communication towers within the Township. 4) Speedway requested to demolish the existing gas station, dry cleaning, and car wash at 1250 and 1300 S Drake Road to construct a new 4,608 sqft convenience store with a ten dispenser auto fueling canopy. 5) Biggby coffee requested the construction of a 349 square foot BCubed drive-thru within an excess portion of the Meijer parking lot.

Two of the approved Special Exception Uses were expansions to existing residential developments. 1) Emberly Acres II Condominium expansion including the extension of Glendora Lane and twenty (20) new condominium units. 2) Huntington Run mobile home park requested an expansion to construct an additional 31 mobile home units located at 6255 Cranbrook Lane.

Two of the approved Special Exception Uses were for temporary outdoor events within the Township, which is one more than in 2020. 1) Country Fresh Farms requested approval to hold an outdoor meat sale event in the southwest corner of the Menards parking lot. 2) A request from Oshtemo Staff to permit Jac's Cekola's Pizza and Latitude 42 Brewing Company to have outdoor dining and to grant authority to the Oshtemo Charter Township Planning Department to administer and grant Special Use permits for outdoor dining lasting more than one day to any other restaurants located in Oshtemo Charter Township during the Pandemic.

The Planning Commission often permits staff to administratively review temporary outdoor events once they have been approved through the public hearing process or if they last only one day. While two events were approved by the Planning Commission in 2021, a total of ten events were approved administratively throughout the year. A summary of all Administratively Reviewed Temporary Outdoor Events in 2021 can be found on page eleven of this report.

SITE PLAN REVIEW

In general, the Planning Commission does not review site plans unless they are attached to a Special Exception Use. In 2021, one site plan was submitted to the Planning Commission that did not require special use review, the same number as in 2020. The one site plan was reviewed by the Planning Commission because of the significant number of proposed site improvements tied to a previously approved Special Use. The one site plan review by the Planning Commission is as follows: Steensma Storage requested to add 5,700 square feet of outdoor storage to their previously approved site located at 7561 Stadium Drive. They also requested site plan approval to allow outdoor storage on previously developed property that they own to the south, located at 4100 South 7th Street.

Total Site Plan Reviews in 2021:		1
Project Name / Address	PC Decision	Date
Steensma Storage Area/ 7561 Stadium Drive	Approved	9/30

MEETINGS / ATTENDANCE

The Planning Commission had a total of 24 meetings scheduled in 2021; 22 regular meetings and two joint meetings. Of the 22 planned regular meetings, 18 meetings were held and four canceled due to lack of agenda items. Due to Covid, the Township transitioned to hosting virtual meetings through Zoom. The Planning Commission's regular meetings were held on the second and fourth Thursdays of each month. November and December had only one meeting each due to the holidays. As shown in the table below, the Planning Commission is highly engaged and has a strong participation record.

Commission Members	Attendance
Bruce VanderWeele	18/18
Anna Versalle	15/18
Micki Maxwell	18/18
Chetan Vyas	15/18
Mary Smith	18/18
Kizzy Bradford	16/18
Deb Everett	16/18

SPECIAL EXCEPTION USES continued

Total Special Exception Use Reviews in 2021:				17
Project Title / Address	Applicant	Use/Project Summary	PC Decision	Date
Outdoor dining / Township wide	Oshtemo Staff	Special Use approval to permit outdoor dining for Jac's Cekola's Pizza and Latitude 42 Brewing Company, and to grant authority to the Oshtemo Charter Township Planning Department to administer and grant Special Use permits for outdoor dining lasting more than one day to any other restaurants located in Oshtemo Charter Township during the Pandemic.	Approval	1/14/2021
Jiffy Lube Multicare Amendment/ 6660 W Main Street	Traditional Brand Development Partners, LLC	Special Use and Site Plan approval to construct a 3,020 square foot Jiffy Lube vehicle service facility. Amendment to site plan approved in 2020.	Approved	1/28/2021
Kalamazoo Self Storage/ 1515 S 11th Street	Storage Rentals of America	Special Use and Site Plan approval for the addition of a 9,300 SF self-storage building to the self-storage facility.	Approved	2/25/2021
Oshtemo Schoolhouse #10 Adaptive Reuse / 6667 Stadium Drive	Three Brothers Construction, LLC	Special Use and Site Plan approval for the adaptive reuse of the building. The approval for the construction of five dwelling units and one commercial office in historic Oshtemo Schoolhouse #10 and a wood workshop and indoor storage in the former bus garage.	Partial Approval	3/11/2021
Emberly Acres II Condominium Expansion/ unaddressed	Prime Homes LLC	Special Use and Site Plan approval to expand Emberly Acres II Condominium to the West including the extension of Glendora Lane and twenty (20) new condominium units.	Approved	4/29/2021
Starting Point Preschool / 2345 N. 10th Street	Center Point Church	Special Use approval to establish a child care center as an accessory use to the existing private preschool at the church facilities.	Approved	4/29/2021
Biggby BCubed Drive-thru/ 6660 W Main Street	Wayfound, LLC	Special Use and Site Plan approval to construct a 349 square foot BCubed drive-thru for Biggby Coffee within the Meijer parking lot	Approved	4/29/2021
Speedway/ 1250 and 1300 S Drake Road	Speedway LLC	Special Use and Site Plan approval to construct a new 4,608 sqft convenience store with a ten dispenser auto fueling canopy	Approved	6/24/2021

SPECIAL EXCEPTION USES continued

Project Title / Address	Applicant	Use/Project Summary	PC Decision	Date
6480 Technology Avenue	Corrion 9 th LLC	Special Use and Site Plan approval of an indoor recreational use and to split an existing suite within the multi-tenant building to create two additional tenant spaces.	Approved	6/24/2021
T-Shirt Printing Plus Building Addition/8608 W Main Street	Delta Design Systems	Special Use and Site Plan approval for an indoor recreational use and to construct a 7,800 square foot addition onto the existing multi-tenant building	Approved	7/29/2021
Huntington Run Mobile Home Park Expansion / 6255 Cranbrook Lane	Huntington Run Partners LLC	Special Use and Site Plan approval for Huntington Run mobile home park expansion to construct an additional 31 mobile home units.	Approved	7/29/2021
Hampton Plaza/ 6297 W Main Street.	Botinac, LLC	Special Use and Site Plan approval to construct a 7,488 square foot multi-tenant, retail sales commercial building with a drive-thru.	Approved	8/26/2021
Country Fresh Farms/ 6800 W Main Street	Country Fresh Farms	Special Use and Site Plan approval for a temporary outdoor event (lasting more than one day) to allow an outdoor meat sale event in the southwest corner of the Menards parking lot.	Approved	9/30/2021
PUD Amendment, Phase I of West Port Village / un-addressed	Jeff Scheffers	Special Use and Site Plan approval to eliminate Unit 22 and enlarge Units 19, 20, and 21 within Phase I of the West Port Village Planned Unit Development.	Approved	9/30/2021
KCCDA Oshtemo / unaddressed	Pyramid Network Services, LLC	Special Use and Site Plan approval to construct a 199-foot-tall unmanned communication tower on the back half of Parcel 05-10-155-011 along N 6th Street to serve Kalamazoo County Consolidated Dispatch Authority.	Approved	10/14/2021
KCCDA WMU / 5010 S Drake Road	Pyramid Network Services, LLC	Special Use and Site Plan approval to construct a 199-foot-tall unmanned communication tower to serve Kalamazoo County Consolidated Dispatch Authority .	Approved	10/14/2021
Paw Paw Upholstery / 6335 Killington Drive	Paw Paw Upholstery	Special Use approval to establish an upholstery workshop to serve as a home occupation within an existing accessory building.	Denied	12/17/2021

ZONING BOARD OF APPEALS

In total, eleven applications were reviewed by the Zoning Board of Appeals in 2021. This is up from 2020 by two applications.

SITE PLAN REVIEWS

Three site plans were reviewed by the Zoning Board of Appeals in 2021, which is two less than were considered in 2020. Of these reviews, one was for new construction and two were for additions to existing buildings. A brief summary of the 2021 Zoning Board of Appeals site plan reviews can be found below.

Total Site Plan Reviews for 2021:				3
Project Name/Location	Applicant	Use/Project Summary	Decision	Date
APW Building Addition/3245 S 6th Street	Advance Poured Walls, Inc.	Construct a 6,860 square foot building addition and 4,500 square feet of outdoor storage area	Approved	2/23
Fetzer Institute Fitness Center/ 9132 W KL Avenue	VIRDIS Design Group	Construct a 4,800 square foot fitness and storage facility to service the John Fetzer Institute	Approved	2/23
Dr. Bandos Addition/5925 Venture Park Road	Schier Real Estate Holdings, LLC	Construct a 1,049 square foot building addition	Approved	5/25

DIMENSIONAL VARIANCES

The Zoning Board of Appeals reviewed eight dimensional variance requests in 2021, four more than in 2020, see the table on page 8 for a summary of all dimensional variance request reviews in 2021. A variance is a license to use property in a way not permitted under the ordinance. If the Township received a large number of variance applications each year on a specific ordinance requirement, it could mean there is something wrong with that ordinance, necessitating a review that may warrant an ordinance revision.

Variations are considered carefully and under normal circumstances rarely granted. The approval rates tend to be high for dimensional variances within the Township because of Planning staff efforts to filter requests that do not meet the legislative and legal requirements for granting approval, including: ensuring the spirit of the ordinance is observed, public safety is secured, substantial justice done, a practical difficulty exists, there is a unique circumstance found on the property, and that the problem is not self-created.

MEETINGS / ATTENDANCE

Zoning Board of Appeals meetings are scheduled on the fourth Tuesday of each month. In 2021, of the twelve regularly scheduled meetings, eight were held and four canceled due to lack of agenda items. In addition, one special meeting was held and the Zoning Board of Appeals was invited to two Joint Board meetings. As shown on the table on the right, aside from one member, the Zoning Board of Appeals is highly engaged and has a strong participation record. It should be noted that Louis Williams was appointed to the Zoning Board of Appeals in May of 2021 to replace Fred Antosz who resigned. Due to attendance, Ollie Chambers will not be serving on the Zoning Board of Appeals Board in 2022.

Board Members	Attendance
Ollie Chambers	0/9
Fred Antosz	1/2
Micki Maxwell	8/9
Neil Sikora	9/9
Anita Smith	9/9
Louis Williams	5/5
Fred Gould	9/9
Dusty Famer	9/9

DIMENSIONAL VARIANCES continued

Total Dimensional Variance Requests in 2021:				8
Address	Applicant	Variance	Date	Decision
5022 W Main Street	ShopOne	Relief from Section 52.60 of the Zoning Ordinance in order to divide the eastern most unit at 5022 W Main Street in half and construct a new loading station on the east side of the building to service the new unit	1/28	Denied
Unaddressed	The Four Leaf Companies	Request to allow the Huntington Run Mobile Home Park and the proposed expansion area to have one point of ingress/egress instead of two	4/27	Approved
6660 W Main Street	Fishbeck	Relief from two requirements of Section 54.60, Outdoor Lighting Standards to replace the existing pole-mounted and building-mounted lighting	5/20	Approved
6400 W Main Street	Sign Art, Inc	Request for Multiple Sign Variances for New Multi-Tenant Commercial Center	6/22	Approved
6291 Torrington Road	Richard Wolthuis	A variance to allow a 12' reduction of the 15' required rear yard setback in order to construct a 16' x 29' deck	9/28	Denied
2520 Robert Jones Way	RWL Sign Company	Request for Multiple Sign Variances for New Medical Office Building	9/28	Partial Approval
10294 W KL	Jamie Schneck	A variance to allow a 6' tall privacy fence within the front yard setback adjacent to W KL Avenue and Almena Drive.	10/12	Denied
5756 Coddington Lane	Nicole Rudlaff	A variance to allow a 4'2" reduction of the 15' required rear yard setback and a 6'4" reduction of the 10' required side yard setback in order to construct a 18' x 36' in-ground swimming pool	10/20	Denied

PLANNING DEPARTMENT REVIEWS

The Planning Department processes all of the development applications that are submitted to the Township, including rezoning requests, variances, site plans, building, sign, and sidewalk permits. In 2021, a total of 495 applications were reviewed by Planning Department staff. For reference 393 applications were reviewed in 2020, 448 were reviewed in 2019, and 351 applications were reviewed in 2018. Please note that these numbers do not include the applications for addresses and requests for zoning verification letters as they were not included in this report until this year.

The Zoning Ordinance grants the authority to the Planning Department to administratively review and approve site plans in certain instances. These include minor amendments to a previously approved site plan, accessory buildings that meet certain criteria, certain temporary outdoor events, and communication tower co-locations or upgrades. A total of 22 administrative development reviews were conducted in 2021, which is nine more than completed in 2020. A brief summary of the 2021 staff level reviews are on the following two pages.

In addition to the site plan applications noted above, the Planning Department also completed reviews for land divisions, sign permits, building permits, zoning verification letters, and addressing. These reviews account for a significant portion of the Zoning Administrator's daily activities.

COMMUNICATION TOWER CO-LOCATIONS OR UPGRADES

Total Communication Tower Reviews in 2021:		1
Address	Applicant	Approval Date
624 N 4 th Street	SBA Network Services	12/03

BUILDING PERMITS

Planning Department staff reviews building permit applications that are subject to zoning compliance as determined by the Southwest Michigan Building Authority to ensure that all requirements of the zoning ordinance are met. Staff also checks for any conditions of approval that may have been placed on the property by the Planning Commission or Zoning Board of Appeals during the plan review and approval process. In 2021, the Township issued 674 building permits, which is a 38 percent increase from the 487 reviewed in 2020. Of the total number of permits issued, 352 or 52 percent required zoning review by the Township Zoning Administrator. This is an increase from the 292 building permits that required zoning review in 2020.

SIGN PERMITS

A total of 34 sign permits were issued in 2021, which is seven less than 2020. New signs were over half of the permits issued in 2021, at 20 permits. The remaining 14 permits were for temporary signs or panel replacement signs. The majority of the total sign permits were issued to addresses on West Main Street, with the remaining sign permits primarily on Stadium Drive and the Drake Road and 9th Street corridors.

LAND DIVISIONS

In 2021, the Zoning Administrator worked with the Assessing Department to review 15 land division, re-description, or combination applications; 13 applications were approved in 2020. The task of the Zoning Administrator is to ensure that the requested change to property boundaries meets all of the area requirements established in the Township's Zoning Ordinance.

SIDEWALK PERMITS

In 2015, the Township initiated a sidewalk permitting process to help ensure new sidewalk development meets regulatory standards. These requirements incorporate the Americans with Disabilities Act standards for accessible design. The permit requires both a pre- and post-concrete pour inspection, which is managed between the Ordinance Enforcement Officer and Public Works Department. In 2021, a total of 43 sidewalk permits were issued. This is a 59 percent increase from 2020 when 27 permits were issued. The number of sidewalk permits issued is indicative of the residential construction occurring in the Township.

ADDRESSING

In March of 2021 the Township adopted a new Street Name and Addressing Workflow in which the assignment of all street addresses became the responsibility of the Planning Department. The goal for the new workflow is to create a uniform address and street data procedure for more consistent assignment and for improved emergency response within the Oshtemo Township limits. In 2021, eight addresses for individual parcels were assigned in addition to addresses for one condominium project (Emberly Acres - Phase II Addition). Said condominium project consisted of 20 units.

ZONING VERIFICATION LETTERS

A Zoning Verification Letter is a document provided to an individual by the Township that verifies the current zoning of a particular piece of property, the types of uses that are allowed in that zoning district, approval records, and other requested zoning information or documents. In 2021 twelve Zoning Verification Letters were issued. In 2020 eleven Zoning Verification Letters were issued.

MINOR AMENDMENTS TO AN APPROVED SITE PLAN

Total Minor Amendments Administratively Reviewed in 2021:			11
Address	Applicant	Use/Project Summary	Approval Date
5620 Stadium Drive	SP & BALLY INC	The addition of a galvanized 6 foot high iron chain link fence on the eastern property line	4/29
1060 N 10th Street	Hurley and Stewart LLC	New building within approved West Pointe Office Park	5/25
7656 W Main Street	Scott Herder	Clear cutting permit to address trees infected with red pine borers	6/21
5100 Century Avenue	Barghausen Consulting Engineers, Inc	ADA upgrades to the Costco Store	6/28
5943 Stadium Drive	Braintrust Behavioral Health LLC	Alter parking lot to expand outdoor therapy area	7/19
501 N 9 Street	B&A Property Maintenance	Install a pollinator garden	7/28
3601 S 9th Street	Weidman Construction	ADA parking and sidewalk improvements	9/15
5900 W KL Avenue	Viridis Design Group	Parking lot and site circulation improvements	10/14
1548 Concord Place Drive	Audrey Homes, Inc	Additional parking, sidewalks, and ADA access to the office	10/14
5943 Stadium Drive	Braintrust Behavioral Health LLC	Addition of a playground and 6 foot tall chain link fence	10/15
3800 S 12th Street	Kalamazoo Christian School	Gymnasium expansion	11/19

TEMPORARY OUTDOOR EVENTS

Total Administratively Reviewed Temporary Outdoor Events in 2021:			10
Address	Applicant	Event	Approval Date
8456 Stadium Drive	Lawton Ridge Winery	Food trucks at 8456 Stadium Drive on Wednesdays from April 14 to October 27.	3/17
5030 West Main	Geoff Moffat	Oshtemo Rotary Family Festival, taking place at 5030 West Main from Thursday, May 27 rd to Monday, May 31 th , 2021.	4/29
2203 S 11th	H.O.P.E	One day fair designed to link residents at the Baymont Inn to community support services on May 4th.	5/4
5034 West KL Avenue	The Good Stuff Fireworks	Temporary outdoor sales of fireworks from the parking lot located at 5034 West KL Avenue from June 10 – July 8, 2021.	6/7
6660 West Main Street	TNT Fireworks	Temporary outdoor sales of fireworks from the Meijer parking lot located at 6660 West Main Street from June 22 th to July 5 th	6/7
5200 Croyden Avenue	The Wyatt	Temporary 30-yard dumpsters on-site at 5200 Croyden Avenue from August 02, 2021 through September 01, 2021	8/2
1758 N 10 th Street	Chris Schleuder	People’s Church Bazaar, taking place at 1758 N 10 th Street on Saturday, September 25, 2021 from 10am to 3pm.	9/17
4321 S 11 th Street	Michael Johnson	A one day event to allow Mobile Food Vehicles at 4321 S 11 th Street on October 2	9/30
2345 North 10th Street	Centerpoint Church	One day outdoor Harvest Hangout Trunk or Treat event to be held in the parking lot of Centerpoint Church on Saturday, October 30 th , from 10 am to 5:00 pm	10/14
5030 West Main Street	Wahmhoff Farms, LLC	Temporary outdoor Christmas tree sales event, to take place in the southeast parking lot at 5030 West Main Street from November 26, 2021 through December 22, 2021	10/28

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Memorandum



Date: March 03, 2022
To: Township Board
From: Anna Horner, P.E., Public Works Director
Subject: 2022 PAR Projects

Objective

To authorize Supervisor to contract with the Road Commission of Kalamazoo County (RCKC) for the herein identified local road maintenance projects in accordance with the RCKC PAR program.

Background

At its February 8th meeting, the Township Board voted to inform RCKC that it wished to fully match the offered \$313,479.34 in PAR funds. These funds must be matched 1 to 1 for cost-sharing towards local roadway preventative maintenance projects in Oshtemo. The 2022 budget included expenditure from new Road Fund in the amount of \$535,000 under Capital Outlay: Road Preventive Maintenance. In total, the Township will spend \$848,479.34 this year on road preventative maintenance projects.

On February 15, the Capital Improvement Committee (CIC) was given an overview of the proposed projects, asset management process and selection considerations by RCKC staff. The CIC also discussed the option of paving gravel roads. Consensus from the members was that the Township should be responsible for any safety improvement related costs and the remainder of the road construction cost should be split. This applies to very few situations in the Township and was discussed specifically related to S 2nd Street residents inquiry last year. This proposed funding partnership will be brought to those residents for consideration. (Timing for this year was unachievable to include given process of completing petitions, filing, creating special assessment district, etc.)

In an unprecedented situation, the asphalt paving contractor from 2021 offered to hold the unit prices through this year. For that reason, RCKC staff recommended capitalizing on the favorable pricing and prioritizing projects with HMA paving needs. Commonly called “mill and fill”, a specific amount of existing asphalt is removed by milling the surface and then replaced, or filled back, in the same amount with new asphalt. It is usually a mid-useful life treatment for roads when they hit PASER (Pavement Surface Evaluation and Rating) of 4-6 that need more of a structural repair than a surface treatment.

In the estimates provided by RCKC staff, the work above the blue line is considered routine maintenance that is part of the Road Commission’s responsibilities and thus is not charged to the Township. The “Total Estimated Billable Project Cost” is the amount billed to the Township. Given the target total budgeted amount and advice of RCKC, Township staff is recommending the following projects:

HMA Paving

8th St	Stadium Dr to ML Ave	108,183
8th St	North of ML Ave	60,291
Boyce Dr, Amneth Ave, Cotswold St		110,078
Buckham Wood Dr, Caddam Wood Ave, Laurel Wood St, Woodhollow Ave, Beymoure St		144,023
GH Ave		234,628
KL Ave	Almena Dr to Oshtemo Trace	20,516

Gravel	Old Savannah Dr	119,672
	7th St	6,313
	7th St	27,762
Chip Seal	Wendalyn Way	20,041
TOTAL 2022 PAR Project Costs		851,507

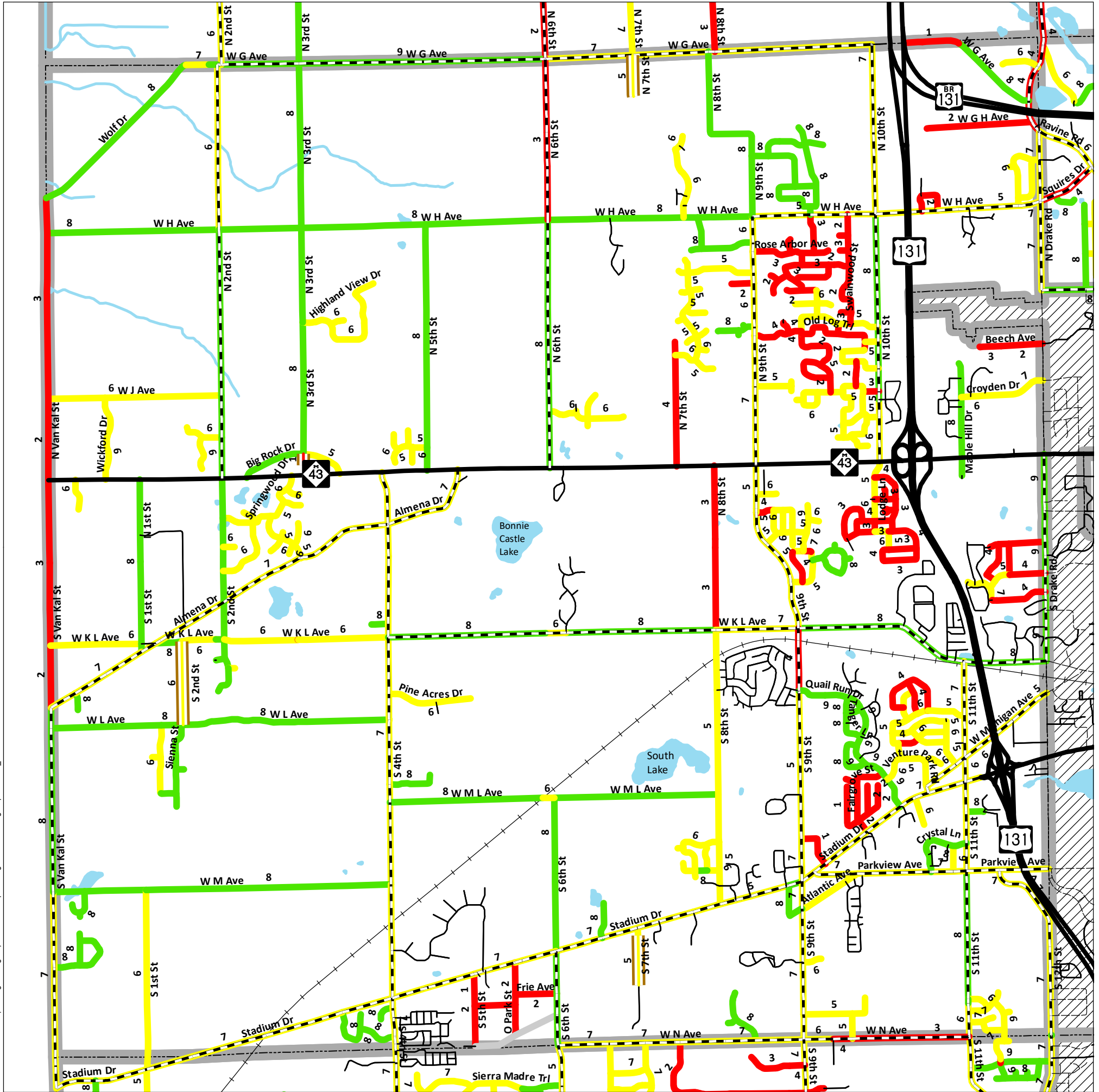
This is \$3,028 over the budgeted amount. Staff is recommending approval of budget amendment in this amount from the local road fund to complete as many projects as possible this year.

Information Provided

2022 Oshtemo Township PASER map

RCKC Estimated Costs for the Proposed Roadway Maintenance Projects

2022 Current Asset Management Ratings Map Oshtemo Twp



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ASSET MANAGEMENT

Asset Management is a systematic approach to selecting the best investment at the right time to maximize the life of the asset being measured, in this case, road surface conditions. The goal is to maintain our roads in good condition, making periodic investments in the pavement, rather than letting it deteriorate to a level that requires a major investment to bring it back to a good condition. Periodic maintenance investments typically total less than the major investment required to rebuild a road.

PASER RATINGS

PASER stands for Pavement Surface Evaluation and Rating. The PASER rating scale ranges from 1, poor condition, to 10, brand new pavement. A pavement will only be a 10 the first year of its life, the second year it may automatically become a 9. Any condition of 8 or greater is considered to be a good condition, 7, 6 or 5 are fair, 4 or lower is poor.

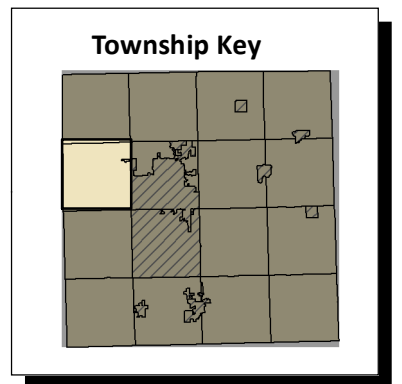
- PASER based on physical ratings and project improvements.
- Private roads not rated.

IBR SYSTEM

IBR stands for Inventory Based Rating. Condition assessment of unpaved/gravel roads is based on the Surface Width, Drainage Adequacy and Structural Adequacy of the roadway. Each of these three assessment areas are then aggregated to the IBR rating for good, fair, poor ranging from 1, poor condition, to 10, good condition. Once initial ratings are established, updates only occur when a construction or rehabilitation activity is completed. The baseline IBR rating occurred in 2015.

THE RIGHT FIX AT THE RIGHT TIME

The RCKC determines the best fix to optimize service life for each of our projects. Good pavement management involves less expensive treatments earlier in the life of the pavement in order to take full advantage of infrastructural investments.



Class	Paved Road Ratings	Gravel Road Ratings	Boundary Designations
State Trunkline	Good (10, 9, 8)	Good (10, 9, 8)	Township/City
County Primary	Fair (7, 6, 5)	Fair (7, 6, 5)	Lakes & Rivers
County Local - Gravel	Poor (4, 3, 2, 1)	Poor (4, 3, 2, 1)	City/Village Limits
City	Unrated		
Private	Private Roads (Not Rated)		

Last Updated: 1/20/2022

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

For more information on this, as well as on other topics, please feel free to contact our office or visit our website.



Date Prepared: 1/31/22
 Township: Oshtemo
 Location: Wendalyn Way - 4th Street to 1,550' east of 4th Street
 Project Description: Crack Fill, Chip Seal, Fog Seal
 Estimator: Bill Oxx
 Length: 0.29 Miles

Total Area (Syd)	Length	Width	Length	Width	Cul-de Sac Area (Sft)	Quantity
5,000	1,500	30			7,854	0
Conv Factor						
9						

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Crack Fill	Heavy	1,450	Lbs	1.60	2,320	
RCKC Equipment		4.40	Hour	851.38	3,747	
RCKC Labor/Fringe		5.13	Hour	529.44	2,714	
Contractor Equipment/Labor		1,500.00	Gal	0.26	390	
CST Fine Aggregate	22 Lbs / Syd	55	Ton	44.98	2,474	
CRS-2M (emulsion)	0.30 Gal / Syd	1,500	Gal	2.45	3,675	
Fog Seal	0.11 Gal / Syd	5,000	Syd	0.65	3,250	
Estimated Billable Cost					\$18,570	
Overhead Billable				7.92%	\$1,471	
Total Estimated Billable Project Cost					\$20,041	
Total Estimated Project Cost					\$20,041	



Date Prepared: 1/31/22
 Township: Oshtemo
 Location: **8th Street - Stadium Drive to 100' north of ML Avenue**
 Project Description: HMA Overlay
 Estimator: Bill Oxx
 Length: 0.70 Miles

Total Area (Syd)	Length	Width	Length	Width	Cul-de Sac Area (Sft)	Quantity
9,867	3,700	24			7,854	0
Conv Factor						
9						

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
High Shoulder Removal		64	Station	35.00	2,240	no charge
Tree Pruning and Removal		12	Ea	1,200.00	14,400	no charge
Pavement Marking		3,700	Ft	0.10	370	no charge
		Estimated Nonbillable Cost			\$17,010	
		Overhead - Nonbillable		7.92%	\$1,347	
		Total Estimated Nonbillable Cost			\$18,357	
Material Testing		2	Ea	500.00	1,000	
Cold Milling	1-2 inches	9,867	Syd	0.80	7,894	Big Mill
Roadside Restoration	1'-2' wide	20	Station	150.00	3,000	topsoil restoration/seeding
Storm Sewer Manhole Adjustment		4	Ea	800.00	3,200	
36A HMA Surface Course	220#/sq yd	1,400	Ton	59.50	83,300	
Fog Seal Construction Joint	2' wide	3,700	Ft	0.50	1,850	
		Estimated Billable Cost			\$100,244	
		Overhead Billable		7.92%	\$7,939	
		Total Estimated Billable Project Cost			\$108,183	
Total Estimated Project Cost					\$126,540	



Date Prepared: 1/31/22
 Township: Oshtemo
 Location: 8th Street - 700' north of ML Avenue to 2,700' north of ML Avenue
 Project Description: HMA Overlay
 Estimator: Bill Oxx
 Length: 0.38 Miles

Total Area (Syd)	Length	Width	Length	Width	Cul-de Sac Area (Sft)	Quantity
5,333	2,000	24			7,854	0
Conv Factor						
9						

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
High Shoulder Removal		40	Station	35.00	1,400	no charge
Tree Pruning and Removal		12	Ea	1,200.00	14,400	no charge
Pavement Marking		2,000	Ft	0.10	200	no charge
		Estimated Nonbillable Cost			\$16,000	
		Overhead - Nonbillable		7.92%	\$1,267	
		Total Estimated Nonbillable Cost			\$17,267	
Cold Milling	1-2 inches	5,333	Syd	0.80	4,266	Big Mill
Roadside Restoration	1'-2' wide	20	Station	150.00	3,000	topsoil restoration/seeding
36A HMA Surface Course	220#/sq yd	800	Ton	59.50	47,600	
Fog Seal Construction Joint	2' wide	2,000	Ft	0.50	1,000	
		Estimated Billable Cost			\$55,866	
		Overhead Billable		7.92%	\$4,425	
		Total Estimated Billable Project Cost			\$60,291	
		Total Estimated Project Cost			\$77,558	



Date Prepared: 1/31/22
 Township: Oshtemo
 Location: **Boyce Drive** - H Avenue to Emneth Avenue,
Emneth Avenue - Boyce Avenue to Cotswold Street,
Cotswold Avenue - H Avenue to Emneth Avenue
 Project Description: HMA Overlay
 Estimator: Bill Oxx
 Length: 0.28 Miles

Total Area (Syd)	Length	Width	Length	Width	Cul-de Sac Area (Sft)	Quantity
5,000	1,500	30			7,854	0
Conv Factor						
9						

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
High Shoulder Removal		30	Station	35.00	1,050	no charge
		Estimated Nonbillable Cost			\$1,050	
		Overhead - Nonbillable		7.92%	\$83	
		Total Estimated Nonbillable Cost			\$1,133	
Material Testing		3	Ea	500.00	1,500	
Cold Milling	3 - 4 inches	5,000	Syd	1.50	7,500	Big Mill
Roadside Restoration	1'-2' wide	20	Station	150.00	3,000	topsoil restoration/seeding
36A HMA Base Course	220#/sq yd	750	Ton	59.50	44,625	
36A HMA Surface Course	220#/sq yd	750	Ton	59.50	44,625	
Fog Seal Construction Joint	2' wide	1,500	Ft	0.50	750	
		Estimated Billable Cost			\$102,000	
		Overhead Billable		7.92%	\$8,078	
		Total Estimated Billable Project Cost			\$110,078	
Total Estimated Project Cost					\$111,212	



Date Prepared: 1/31/22
 Township: Oshtemo
 Location: **Buckham Wood Drive** - 9th Street to Caddam Wood Avenue,
Caddam Wood Avenue - Laurel Wood Street to Buckham Wood Drive,
Laurel Wood Street - Buckham Wood Drive to Caddam Wood Avenue,
Woodhollow Avenue - Buckham Wood Drive to 75' north of Buckhamwood Drive,
Beymoure Street - 150' south of Caddam Wood Avenue to Caddam Wood Avenue
 Project Description: HMA Overlay
 Estimator: Bill Oxx
 Length: 0.62 Miles

Total Area (Syd)	Length	Width	Length	Width	Cul-de Sac Area (Sft)	Quantity
11,911	3,350	32			7,854	0
Conv Factor						
9						

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Cold Milling	1-2 inches	11,911	Syd	0.80	9,529	Big Mill
Roadside Restoration	1'-2' wide	50	Station	150.00	7,500	topsoil restoration/seeding
Storm Sewer Manhole Adjustment		17	Ea	800.00	13,600	
36A HMA Surface Course	220#/sq yd	1,700	Ton	59.50	101,150	
Fog Seal Construction Joint	2' wide	3,350	Ft	0.50	1,675	
Estimated Billable Cost					\$133,454	
Overhead Billable				7.92%	\$10,570	
Total Estimated Billable Project Cost					\$144,023	
Total Estimated Project Cost					\$144,023	



Date Prepared: 1/31/22
 Township: Oshtemo
 Location: **GH Avenue - 3,400' west of Ravine Road to Ravine Road**
 Project Description: Gravel, Pulverize, HMA Base and Surface Paving
 Estimator: Bill Oxx
 Length: 0.64 Miles

Total Area (Syd)	Length	Width	Length	Width	Cul-de Sac Area (Sft)	Quantity
8,428	3,400	20			7,854	1
Conv Factor						
9						

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Pulverizing	24' Wide	9,067	Syd	0.78	7,072	no charge
High Shoulder Removal		68	Station	35.00	2,380	no charge
Tree Pruning and Removal		6	Ea	1,200.00	7,200	no charge
Ditch Cleanout		4	Station	300.00	1,200	no charge
Repair/Replace Culverts	12"	140	Ft	44.00	6,160	no charge
Remove Culverts		4	Ea	425.00	1,700	no charge
Culvert End Sections	12"	8	Ea	158.00	1,264	no charge
Pavement Marking		3,400	Ft	0.10	340	no charge
Monument Box Preservation		1	Ea	1,100.00	1,100	no charge
		Estimated Nonbillable Cost			\$28,416	
		Overhead - Nonbillable			7.92%	\$2,251
		Total Estimated Nonbillable Cost			\$30,667	
Material Testing		5	Ea	500.00	2,500	
Temporary Traffic Control		1	Lump	1,500.00	1,500	
22A Gravel		1,700	Ton	15.00	25,500	
Driveway Adjustments - Asphalt		13	Ea	150.00	1,950	
Driveway Adjustments - Concrete		9	Ea	500.00	4,500	
Mailbox Adjustments		16	Ea	90.00	1,440	
Fine Grading	2X	18,134	Syd	0.60	10,880	
Dust Control	2,000 gallons/mile	1,300	Gal	0.15	195	
Slope Restoration	2'-6' wide	10	Station	350.00	3,500	topsoil restoration/seeding
Placement of Gravel Shoulders	2'-3' wide	68	Station	33.00	2,244	
23A Gravel (shoulder/driveway material)		500	Ton	15.00	7,500	includes gravel driveway transitions
Cold Milling	1-2 inches	500	Syd	6.00	3,000	Big Mill
Roadside Restoration	1'-2' wide	15	Station	150.00	2,250	topsoil restoration/seeding
36A HMA Base Course	220#/sq yd	1,250	Ton	59.50	74,375	
36A HMA Surface Course	220#/sq yd	1,250	Ton	59.50	74,375	
Fog Seal Construction Joint	2' wide	3,400	Ft	0.50	1,700	
		Estimated Billable Cost			\$217,409	
		Overhead Billable			7.92%	\$17,219
		Total Estimated Billable Project Cost			\$234,628	
Total Estimated Project Cost					\$265,295	



Date Prepared: 1/31/22
 Township: Oshtemo
 Location: **KL Avenue - Almena Drive to Oshtemo Trace**
 Project Description: HMA Overlay
 Estimator: Bill Oxx
 Length: 0.09 Miles

Total Area (Syd)	Length	Width	Length	Width	Cul-de Sac Area (Sft)	Quantity
1,222	500	22			7,854	0
Conv Factor						
9						

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Pavement Marking		500	Ft	0.10	50	no charge
		Estimated Nonbillable Cost			\$50	
		Overhead - Nonbillable		7.92%	\$4	
		Total Estimated Nonbillable Cost			\$54	
Cold Milling	1-2 inches	1,222	Syd	5.00	6,110	Big Mill
Roadside Restoration	1'-2' wide	5	Station	150.00	750	topsoil restoration/seeding
36A HMA Surface Course	220#/sq yd	200	Ton	59.50	11,900	
Fog Seal Construction Joint	2' wide	500	Ft	0.50	250	
		Estimated Billable Cost			\$19,010	
		Overhead Billable		7.92%	\$1,506	
		Total Estimated Billable Project Cost			\$20,516	
Total Estimated Project Cost					\$20,570	



Date Prepared: 1/31/22
 Township: Oshtemo
 Location: **Old Savannah Drive - H Avenue to Stone Mountain Drive,
 Stone Mountain Drive - Stone Mountain Drive to 550' north of Stone Mountain Drive**
 Project Description: HMA Overlay
 Estimator: Bill Oxx
 Length: 0.55 Miles

Total Area (Syd)	Length	Width	Length	Width	Cul-de Sac Area (Sft)	Quantity
10,706	2,950	30			7,854	1
Conv Factor						
9						

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Material Testing		3	Ea	500.00	1,500	
Cold Milling	1-2 inches	10,706	Syd	0.80	8,565	Big Mill
Roadside Restoration	1'-2' wide	59	Station	150.00	8,850	topsoil restoration/seeding
Storm Sewer Manhole Adjustment		9	Ea	800.00	7,200	
36A HMA Surface Course	220#/sq yd	1,400	Ton	59.50	83,300	
Fog Seal Construction Joint	2' wide	2,950	Ft	0.50	1,475	
Estimated Billable Cost					\$110,890	
Overhead Billable				7.92%	\$8,782	
Total Estimated Billable Project Cost					\$119,672	
Total Estimated Project Cost					\$119,672	



Date Prepared: 1/31/22
 Township: Oshtemo
 Location: 7th Street - 600' south of G Avenue to G Avenue
 Project Description: Gravel Resurfacing
 Estimator: Bill Oxx
 Length: 0.11 Miles

Total Area (Syd)	Length	Width	Length	Width	Cul-de Sac Area (Sft)	Quantity
1,333	600	20			7,854	0
Conv Factor						
9						

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Dust Control	2,000 gallons/mile	200	Gal	0.19	38	no charge
High Shoulder Removal		12	Station	35.00	420	no charge
		Estimated Nonbillable Cost			\$458	
		Overhead - Nonbillable		7.92%	\$36	
		Total Estimated Nonbillable Cost			\$494	
Temporary Traffic Control		1	Lump	1,500.00	1,500	
Scarifier		4	Hour	150.00	600	
23A Gravel (shoulder/driveway material)	24' Wide	250	Ton	15.00	3,750	includes gravel driveway transitions
		Estimated Billable Cost			\$5,850	
		Overhead Billable		7.92%	\$463	
		Total Estimated Billable Project Cost			\$6,313	
Total Estimated Project Cost					\$6,808	



Date Prepared: 1/31/22
 Township: Oshtemo
 Location: 7th Street - 1,800' south of Stadium Drive to Stadium Drive
 Project Description: Gravel Resurfacing
 Estimator: Bill Oxx
 Length: 0.34 Miles

Total Area (Syd)	Length	Width	Length	Width	Cul-de Sac Area (Sft)	Quantity
4,000	1,800	20			7,854	0
Conv Factor						
9						

Description of charge	Application Rate	Estimated Quantities	Units of measure	Estimated Unit Cost	Estimated Total	Notes
Dust Control	2,000 gallons/mile	700	Gal	0.19	133	no charge
High Shoulder Removal		36	Station	35.00	1,260	no charge
Tree Pruning and Removal		20	Ea	1,200.00	24,000	no charge
Ditch Cleanout		18	Station	300.00	5,400	no charge
Repair/Replace Culverts	12"	160	Ft	44.00	7,040	no charge
Repair/Replace Culverts	15"	80	Ft	50.00	4,000	no charge
Culvert End Sections	12"	6	Ea	158.00	948	no charge
Culvert End Sections	15"	2	Ea	195.00	390	no charge
		Estimated Nonbillable Cost			\$43,171	
		Overhead - Nonbillable			7.92%	\$3,419
		Total Estimated Nonbillable Cost			\$46,590	
Temporary Traffic Control		1	Lump	1,500.00	1,500	
Scarifier		5	Hour	150.00	750	
Slope Restoration	2'-6' wide	10	Station	350.00	3,500	topsoil restoration/seeding
23A Gravel (shoulder/driveway material)	24' Wide	800	Ton	15.00	12,000	includes gravel driveway transitions
Cold Milling	1-2 inches	500	Syd	6.00	3,000	Big Mill
Roadside Restoration	1'-2' wide	10	Station	150.00	1,500	topsoil restoration/seeding
HMA Wedging		50	Ton	69.50	3,475	
		Estimated Billable Cost			\$25,725	
		Overhead Billable			7.92%	\$2,037
		Total Estimated Billable Project Cost			\$27,762	

Total Estimated Project Cost	\$74,353
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