

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

**August 11, 2020**

(Refer [www.oshtemo.org](http://www.oshtemo.org) home page for Virtual Meeting Information, or page 3 of packet)

**BOARD WORK SESSION**

**6:00 p.m.**  
**AGENDA**  
**Call to Order**

- A. Public Comment
- B. Discussion on Posting Planning Commission Meetings Online
- C. Discussion on S 2<sup>nd</sup> Street Road Paving

**REGULAR MEETING**

**7:15 p.m.**  
**AGENDA**

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Public Comment on Non-Agenda Items
- 4. Consent Agenda
  - a. Approve Minutes – July 28, 2020 Regular Meeting
  - b. Receipts & Disbursements Report
  - c. Pass Through Vehicle Purchase on Behalf of Southwest Michigan Building Authority (SMBA)
  - d. Deputy Director Public Works Update
  - e. 8<sup>th</sup> Street Sewer Engineering Update
  - f. New Public Water Fire Hydrant South 9<sup>th</sup> Budget Amendment
  - g. Fire Department Policies
- 5. Employee Recognitions

**Years of Service**

Kristine Biddle	Assessor	5
Chip Everett	POC (Captain)	20
Jim Wiley	Assistant Chief (Chief)	40
Amanda Kurtz	Firefighter (FF)	10
Brian Toepper	Firefighter (FF)	5
Michael Parker	Promoted to Captain	
Bob Flahive	Promoted to Captain	
Josh Brady	Promoted to Captain	

- 6. Other Township Business
- 7. Public Comment
- 8. Board Member Comments
- 9. Adjournment

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

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

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

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

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

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

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

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

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

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

Oshtemo Township Board of Trustees		
<b><u>Supervisor</u></b>		
Libby Heiny-Cogswell	216-5220	<a href="mailto:libbyhc@oshtemo.org">libbyhc@oshtemo.org</a>
<b><u>Clerk</u></b>		
Dusty Farmer	216-5224	<a href="mailto:dfarmer@oshtemo.org">dfarmer@oshtemo.org</a>
<b><u>Treasurer</u></b>		
Grant Taylor	216-5221	<a href="mailto:gtaylor@oshtemo.org">gtaylor@oshtemo.org</a>
<b><u>Trustees</u></b>		
Cheri L. Bell	372-2275	<a href="mailto:cbell@oshtemo.org">cbell@oshtemo.org</a>
Deb Everett	375-4260	<a href="mailto:deverett@oshtemo.org">deverett@oshtemo.org</a>
Zak Ford	271-5513	<a href="mailto:zford@oshtemo.org">zford@oshtemo.org</a>
Ken Hudok	548-7002	<a href="mailto:khudok@oshtemo.org">khudok@oshtemo.org</a>

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

## Zoom Instructions for Participants

### Before a videoconference:

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

### To join the videoconference:

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

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this **Meeting ID: 862 5404 5169**

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 toll-free teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **862 5404 5169#**

### 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.**

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# MEMORANDUM

**To:** Oshtemo Township Board  
**From:** SMBA Board  
**Date:** 8/7/2020  
**Re:** SMBA Vehicle Purchase

## Background

The Southwest Michigan Building Authority is in the process of purchasing a new truck for the building inspector. The vehicle is being purchased through Denooyer Brothers, Inc. (DBA Denooyer Chevrolet). The SMBA board has expressed a desire to purchase the vehicle through the State of Michigan purchasing program, which offers discounted pricing to municipalities. SMBA has attempted to purchase through this program using our name and the Township's municipal purchasing code, as we do not have such an account established at this time. GM revoked this request because the names did not match.

## Request

The SMBA board requests that the Oshtemo Township board approve the purchase of the below identified vehicle for the immediate sale to the building authority. SMBA will immediately reimburse the township for the full purchase price of the vehicle, including any extraneous costs not listed in the draft bill of sale presented by Denooyer's (see attached), such as title transfer fees, etc. upon receipt of a summary of costs from the Township.

The estimated purchase price of the vehicle is \$31,080.85.

VIN: ICGTCEN7M1102701

Year: 2021

Make: Chevrolet

Model: Colorado

Body Style: PU

**Michigan Department of State Application for Title and Registration**  
**Deal# 160661 Statement of Vehicle Sale Cust# 120565**

Purchase Date 08/03/2020 Stock Number F7564  
 Delivery Date 8.3.20 Base MSRP 34400.00

Dealer: **DENOYER BROTHERS, INC.**  
 Street Address: **5800 STADIUM DRIVE**  
 City: **KALAMAZOO**  
 County: **KALAMAZOO** State: **MI** ZIP Code: **49009**  
 Dealer License Number **A-001478** Sales Tax License Number **E38-1803117** Phone Number **(269) 372-3040**  
 Vehicle Sold:  New  Used  Demo Trade-In  Yes  No  
 Trade-In Year \_\_\_\_\_ Trade-In Make \_\_\_\_\_ Vehicle Identification Number (VIN) \_\_\_\_\_

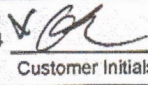
Plate Number \_\_\_\_\_ Plate Expiration Date: \_\_\_\_\_ Months  New Plate  
 Month | Day | Year  Renewal  Transfer  
 Year **2021** Make **CHEVROLET** Body Style **PU** Plate Code **1** County Code **39**  
 Vehicle Identification Number (VIN) **1GCGTCEN7M1102701** Fee Category or Weight **34400** License Plate Fee **N/A**  
 Driver's License or PID Number of All Owners or Lessees \_\_\_\_\_ Title Fee **15 00**  
 1) \_\_\_\_\_ 3) \_\_\_\_\_  
 2) \_\_\_\_\_ County of Residence **KALAMAZOO** Title Late Fee **N/A**

**Vehicle Registration to Transfer Plate**  
*Expires 15 Days After Delivery Date*  
 Plate Transferred From: Year \_\_\_\_\_ Make \_\_\_\_\_  
 Vehicle Identification Number (VIN): \_\_\_\_\_ Plate Number: \_\_\_\_\_ Temp. Expiration Date: **08/18/2020**

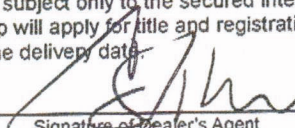
Complete Names and Address of All Owners or Lessor **SOUTHWEST MICHIGAN BUILDING AUTHORITY** Sales Tax **N/A**  
**7275 WEST MAIN** Plate Transfer Fee **N/A**  
**KALAMAZOO, MI 49009**  
 Complete Names and Address of All Lessees \_\_\_\_\_ Total - Transfer to Line 5 **15 00**  
 Full Rights to Survivor  Yes  No  
 Michigan No-Fault Insurance Company **EMC** Policy or Binder Number **6E14188**  
 Secured Interest: **NONE** Lien Filing Date: **08/03/2020**  
 Street Address: \_\_\_\_\_ ELT UID: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_ Mail Title Upon Lien Release

**Vehicle History and Title Brand Disclosure**  
 Police Vehicle  Vehicle Has Been Flood Damaged  
 Municipal Vehicle  Salvage Title Was Previously Issued  
 Taxi

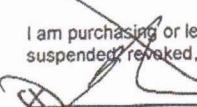
**Odometer Mileage Disclosure**  
*The odometer mileage reading must match the mileage reading disclosed to the purchaser on the title or mileage statement.*  
 Actual Mileage  Exempt  
 Not Actual Mileage  
0 0 0 0 2 4 No Tenths

Dealer Installed Accessories When Optional to Purchaser: \_\_\_\_\_  
 I have selected and agree to pay the OPTIONAL \$24 CVR electronic filing fee   Customer Initials  
 Remarks: **MUNICIPALITY NO TAX**  
 Recreation Passport?  Yes  No Purchaser or Lessee's Initials: \_\_\_\_\_

1. Purchase Price of Vehicle (including Freight & Accessories) .....	<b>35521.85</b>
2. Other Taxable Charges (Documentary, Service, Temp. Reg. Fees, etc.) .....	<b>220.00</b>
2a. Optional Electronic \$24 Filing Fee.....	<b>24.00</b>
3. Trade-in Sales Tax Credit .....	<b>N/A</b>
4. Total Taxable Price (Line 1 + Line 2 + Line 2a - Line 3) .....	<b>35765.85</b>
5. Sales Tax + Plate Fee + Title Fee (From Total Above) .....	<b>15.00</b>
6. Non-Taxable Charges (Labor, Service Contract, etc.).....	<b>N/A</b>
7. Total Delivered Price (Line 1 + Line 2 + Line 2a + Line 5 + Line 6) .....	<b>35780.85</b>
8. Cash on Deposit .....	<b>N/A</b>
9. Cash Due on Delivery.....	<b>4700.00</b>
10. Trade-In .....	\$ <b>N/A</b>
11. Minus Lien .....	\$ <b>N/A</b>
12. Total Down Payment.....	<b>N/A</b>
13. Unpaid Balance To Be Financed .....	<b>31080.85</b>
14. Insurance Premium Charge* .....	<b>N/A</b>
15. Total Amount Of Finance Contract .....	<b>31080.85</b>

I certify this vehicle was delivered to the named purchaser or lessee on the delivery date indicated above, all information on this form is accurate and the vehicle is subject only to the secured interest listed on this form. I certify the dealership will apply for title and registration in the purchaser's name within 15 days of the delivery date.  
  
 \_\_\_\_\_ **AGENT**  
 Signature of Dealer's Agent Title  
**CORY JOHNSON**  
 Printed Name of Dealer's Agent

\*Warning: This Insurance is not PL/PD No-Fault Insurance required by Michigan law.  
 Credit Life Insurance  Health & Accident Insurance  
 Gap or Waiver   
 15-Day Temporary Registration Number \_\_\_\_\_ Temporary Fee Charged  Yes  No  
 Printed Name of Person Issuing Temporary Registration **CORY JOHNSON**

**Purchaser Warning: Do Not Sign a Blank Form**  
 I am purchasing or leasing this vehicle and am applying for a Michigan certificate of title and registration or, if the lessee, applying for a registration. I certify that my driver's license is not suspended, revoked, or denied as a repeat offender and I am eligible to purchase or register this vehicle. I further certify that if a tax exemption is shown above it is valid.  
 Purchaser or Lessor's Signature  Date 08/03/20  Co-Purchaser's Signature \_\_\_\_\_ Date \_\_\_\_\_   
 Lessee's Signature N/A Date N/A  Co-Lessee's Signature \_\_\_\_\_ Date \_\_\_\_\_



GENERAL MOTORS

Deal# 160661  
Cust# 120565

# GM Customer Incentive Acknowledgement Form

Customer Name: SOUTHWEST MICHIGAN BUILDING AUTHORITY  
New VIN: 1/G/C/G/T/C/E/N/7/M/1/1/0/2/7/0/1  
Qualifying VIN: \_\_\_\_\_  
Delivery Type Code: \_\_\_\_\_

- 1. GM subvented Financing Program Acknowledgement
  - GM APR Support
  - GM Lease Support
  - N/A

Pgm #	Incentive Program Description	Incentive Code	Amount	Transferred (Y/N)
N/A	N/A	N/A	4700.00	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

Pgm #	Program Description with a Certificate or Approval Code	Incentive Code	Amount	Certificate or Approval #
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

Total Incentive Amount Received: **4700.00**

I am the ultimate purchaser or lessor of the vehicle bearing this vehicle identification number, which was sold/leased to me by the Dealer, named below. This vehicle was not purchased/leased for export or resale and I took delivery on 08/03/2020. I acknowledge receipt of incentive(s) described above and release GM from any future claim or obligation for incentives on this unit.

Purchaser's Signature: \_\_\_\_\_ Date: 08/03/2020

The undersigned person, a Dealer Representative, certifies that the information on this application is true and correct and the incentive payments have been provided to the said purchaser/lessee who has taken delivery of the referenced unit through this dealership and that properly completed accurate delivery data has been forwarded to General Motors

Authorized Dealer Signature: \_\_\_\_\_ Date: 08/03/2020  
Dealership Name: DENOYER BROTHERS, INC. Dealer Code: 44070

Dealer Note: This is a required document and it must be completed, signed, and retained in EVERY DEAL FILE for all customers even if there are no incentives or rate support available. A copy of the completed form should be provided to the customer. (GM379509-08012018) (12/1/2018)  
71747\*1\*DC-FI

Customer's Name: SOUTHWEST MICHIGAN BUILDING AUTHORITY Deal/Stock No.: F7564

### ODOMETER DISCLOSURE STATEMENT

Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I, DENOYER BROTHERS, INC. (transferor's name, Print) state that the odometer now reads 24 (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked.

- (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
- (2) I hereby certify that the odometer reading is **NOT** the actual mileage.  
**WARNING - ODOMETER DISCREPANCY.**

MAKE <b>CHEVROLET</b>	MODEL <b>Colorado</b>	BODY TYPE <b>PU</b>
VEHICLE IDENTIFICATION NUMBER <b>1GCGTCEN7M1102701</b>		YEAR <b>2021</b>

X   
TRANSFEROR'S SIGNATURE

**DENOYER BROTHERS, INC.**  
PRINTED NAME

**5800 STADIUM DRIVE**  
TRANSFEROR'S ADDRESS (STREET)

**KALAMAZOO** **MI** **49009**  
CITY STATE ZIP CODE

**08/03/2020**  
DATE OF STATEMENT

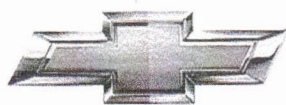
X   
TRANSFEREE'S SIGNATURE

**SOUTHWEST MICHIGAN BUILDING AUTHORITY**  
PRINTED NAME

**SOUTHWEST MICHIGAN BUILDING AUTHORITY**  
TRANSFEREE'S NAME

**7275 WEST MAIN**  
TRANSFEREE'S ADDRESS (STREET)

**KALAMAZOO** **MI** **49009**  
CITY STATE ZIP CODE



# DeNooyer

CHEVROLET

5800 Stadium Drive · Kalamazoo, MI 49009 · (269) 372-3040 · FAX: (269) 372-1960 · www.denooyer.com · License #A-1478

Date **08/03/2020** Stock # **F7564** Salesperson **RICHARD H LABRAM**

Buyer **SOUTHWEST MICHIGAN BUILDING AUTHORITY**

Phone **269-585-4153** Email **GREITENOUR@SWMIBA.ORG**

Address **7275 WEST MAIN KALAMAZOO, MI 49009** County **KALAMAZOO**

Co-Buyer

Phone

Address

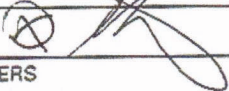
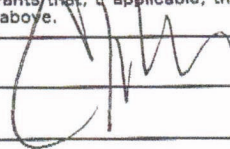
VEHICLE PURCHASED:			TRADE 1 YEAR	TRADE 2 YEAR
<input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> DEMO			MAKE	MAKE
YEAR	MAKE	MODEL	MODEL	MODEL
2021	CHEVROLET	Colorado		
VIN #			VIN#	VIN#
1GCGTCEN7M1102701				
MILEAGE	Plate Fee Category / Months		MILEAGE	MILEAGE
24	34400			

<input type="checkbox"/> We Owe Customer:	PURCHASE PRICE	\$ 35314.85
		\$ N/A
	ACCESSORIES	\$ 207.00
	DOCUMENTATION FEE	\$ 220.00
	COMPUTERIZED VEHICLE REGISTRATION FEE	\$ 24.00
	TOTAL TAXABLE PRICE	\$ 35765.85
<input checked="" type="checkbox"/> Nothing Additional Owed	SALES TAX	\$ N/A
	PROTECTION PACKAGE	\$ N/A
<input type="checkbox"/> Sold As-Is with No Warranty	LICENSE OR TRANSFER FEE	\$ N/A
<input checked="" type="checkbox"/> Sold with Warranty	TITLE FEE	\$ 15.00
Warranty Type <input checked="" type="checkbox"/> New Factory Warranty <input type="checkbox"/> Balance of Factory	TOTAL DELIVERED PRICE	\$ 35780.85
<input type="checkbox"/> GM Certified <input type="checkbox"/> 3/3 Powertrain	DOWN PAYMENT SECTION	
	INCENTIVES	\$ 4700.00
	TRADE-IN ALLOWANCE	\$ N/A
	TRADE-IN PAYOFF	\$ N/A
	PAID TO:	
	FUNDS ON DEPOSIT	\$ N/A
	FUNDS ON DELIVERY	\$ N/A
	BALANCE TO FINANCE	\$ 31080.85

-- APPLIES TO USED VEHICLES ONLY --

"THE INFORMATION YOU SEE ON THE WINDOW WARRANTY DISCLAIMER FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW WARRANTY DISCLAIMER OVERRIDES ANY CONTRARY PROVISIONS. WRITTEN OR IMPLIED, IN THE CONTRACT OF THE SALE"

Purchaser agrees that this Order includes all of the terms and conditions, that this Order cancels and supersedes any prior agreement and as of the date hereof comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby, and that THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY DEALER OR HIS AUTHORIZED REPRESENTATIVE. Purchaser, by the execution of this Order, acknowledges that he has read its terms and conditions and has received a true copy of the Order. Purchaser warrants that, if applicable, the title for above described trade-in has never been salvaged or scrapped and is free of all liens and encumbrances except as noted above.

PURCHASERS SIGNATURE  DATE **08/03/2020** ACCEPTED BY 

CO-PURCHASERS SIGNATURE \_\_\_\_\_ DATE **08/03/2020**



**FACTS****WHAT DOES DENOoyer BROTHERS INC DO WITH YOUR PERSONAL INFORMATION?****Why?**

Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.

**What?**

The types of personal information we collect and share depend on the product or service you have with us. This information can include:

- Social Security number and Income
- Account Balances and Payment History
- Credit History and Credit Scores

**How?**

All financial companies need to share customer's personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customer's personal information; the reasons DeNooyer Brothers Inc chooses to share; and whether you can limit this sharing.

Reasons we can share your personal information	Does DeNooyer Brothers Inc share?	Can you limit this sharing?
For our everyday business purposes – such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	Yes	No
For our marketing purposes – to offer our products and services to you	Yes	No
For joint marketing with other financial companies	No	We Don't Share
For our affiliates' everyday business purposes – information about your transactions and experiences	Yes	No
For our affiliates' everyday business purposes – information about your creditworthiness	No	We Don't Share
For our affiliates to market to you	No	We Don't Share
For our nonaffiliates to market to you	Yes	Yes

**To limit our sharing**

- Call 269-372-3040 - our menu will prompt you through your choice(s) or
- Visit us online: [www.denooyer.com](http://www.denooyer.com)

**Please note:**

If you are a *new* customer, we can begin sharing your information 30 days from the date we sent this notice. When you are *no longer* our customer, we continue to share your information as described in this notice.

However, you can contact us at any time to limit our sharing.

**Questions?**

Call 269-372-3040 or go to [www.denooyer.com](http://www.denooyer.com)

**Who we are**

Who is providing this notice?

DeNooyer Brothers Inc

**What we do**

How does DeNooyer Brothers Inc protect my personal information?

To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.

How does DeNooyer Brothers Inc collect my personal information?

We collect your personal information, for example, when you

- Give us your contact info or Show your legal ID
- Apply for credit or Provide employment information
- Give us your income information

We also collect your information from others, such as credit bureaus, affiliates or other companies.

Why can't I limit all sharing?

Federal law gives you the right to limit only

- sharing for affiliates' everyday business purposes - information about your creditworthiness
- affiliates from using your information to market to you
- sharing for nonaffiliates to market to you

State laws and individual companies may give you additional rights to limit sharing.

What happens when I limit sharing for an account I hold jointly with someone else?

Your choices will apply to everyone on your account.

**Definitions**

Affiliates

Companies related by common ownership or control. They can be financial and nonfinancial companies.

- *Our affiliate includes the DeNooyer Agency.*

Nonaffiliates

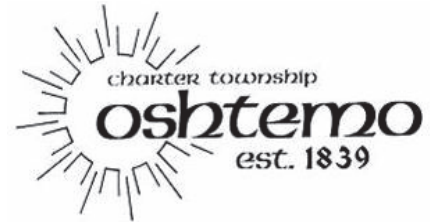
Companies not related by common ownership or control. They can be financial and nonfinancial companies.

- *Non-affiliates we share with can include the manufacturer, finance sources and our service providers.*

Joint Marketing

A formal agreement between nonaffiliated financial companies that together market financial products or services to you.

- *DeNooyer Brothers Inc does not jointly market.*



# Memorandum

**Date:** 6 August 2020  
**To:** Oshtemo Township Board  
**From:** Libby Heiny-Cogswell, Supervisor  
**Subject:** Update on Public Works Deputy Director Expense

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**Objective:**

Follow up with Township Board on the Public Works Deputy Director position expense.

**Background:**

The Public Works Director informed the Supervisor of his approaching retirement, therefore discussion on succession planning ensued last year and continued this year. The Township Board authorized the creation of a Deputy Director position for Public Works in July. The Public Works Technical Specialist is shifting to work as the Township Zoning Administrator in the Planning Department. The Technical position will remain open until the Deputy Director shifts to the Director role upon the Director's retirement.

The 2020 expense of hiring the Deputy Director, starting approximately September 1<sup>st</sup>, is approximately \$12,000 above the current PW's staffing. The position will add approximately \$23,000 additional in 2021 with the Technical Specialist position remaining vacant. The total additional 2020-2021 eleven month overlap succession period expense is therefore ~\$35,000.

Given that the succession planning started in 2019, the 2020 budget includes dollars for an overlap in Public Works leadership. Therefore a Board budget amendment is not needed or requested.

Please know HR is working to interview and select a Deputy Director for the succession position. It is not known at this time when the new person will start, however we estimate that it will not be before September 1<sup>st</sup>. The current Technical Specialist will continue in his role until the new person starts.

**Core Values Recognized:**

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

**Fiscal Stewardship** (Ensure that tax payer investments are spent wisely, effectively and efficiently.)

## BUDGET AMENDMENT REQUEST

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

Date: 08/03/2020

Department Head Name: M Elliott (Public Works)

Fund Name: 490 Sewer

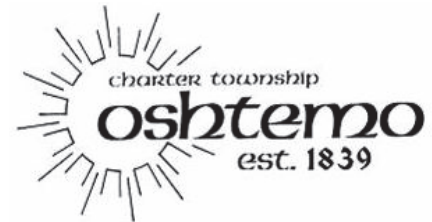
		Amount	
Additional Funds Request for:	<u>490-000-96400</u>	<u>Construction Costs</u>	<span style="border: 1px solid black; padding: 2px;">\$ 45,600.00</span>
(description and GL number)	<hr/> <hr/>	<hr/> <hr/>	<span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
			<span style="border: 1px solid black; padding: 2px;">\$ 45,600.00</span>
Funds requested from:	<u>490-000-82000.N8THSA</u>	<u>N 8th St Sanitary Sewer</u>	<span style="border: 1px solid black; padding: 2px;">\$ 45,600.00</span>
(description and GL number)	<hr/> <hr/>	<hr/> <hr/>	<span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
			<span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
			<span style="border: 1px solid black; padding: 2px;">\$ 45,600.00</span>

Explanation of request:

This change is requested in order to sync the GL number originally assigned to the 8th St Sewer Extension project as a sewer capital project cost. Purchase Order 12476 for Prein&Newhof services was opened in 2019 following the Board's 10/22/2019 approval of P&N's contract. Unfortunately, when the 2020 carryover budget for this work was approved, the GL number was assigned to engineering services, and a project code added. Since the 2019 FY is closed, this change merely maintains the consistency and continuity of the open PO's original GL assignment. No new money is requested.

Supervisor Review:  8/6/2020  
 (pending or date reviewed)

Board Authorization:   
 (pending or date authorized)



# Memorandum

**Date:** August 3, 2020  
**To:** Township Board  
**From:** Marc Elliott, P.E., Director of Public Works  
**Subject:** New Fire Hydrant with Water Main Extension

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## **OBJECTIVE**

Board members are asked to consider a \$50,000 capital water project to provide a new fire hydrant at 3112 S 9<sup>th</sup> St (Jac's Pizza). A budget amendment is included which finances this project through use of budgeted FY 2020 capital water projects (W. Main Water Extension) which will not be expended this year due to the delay of the Phase 1 sewers. The remaining W. Main capital water project monies (\$167,000) will be returned to 491 Fund carryover.

## **BACKGROUND**

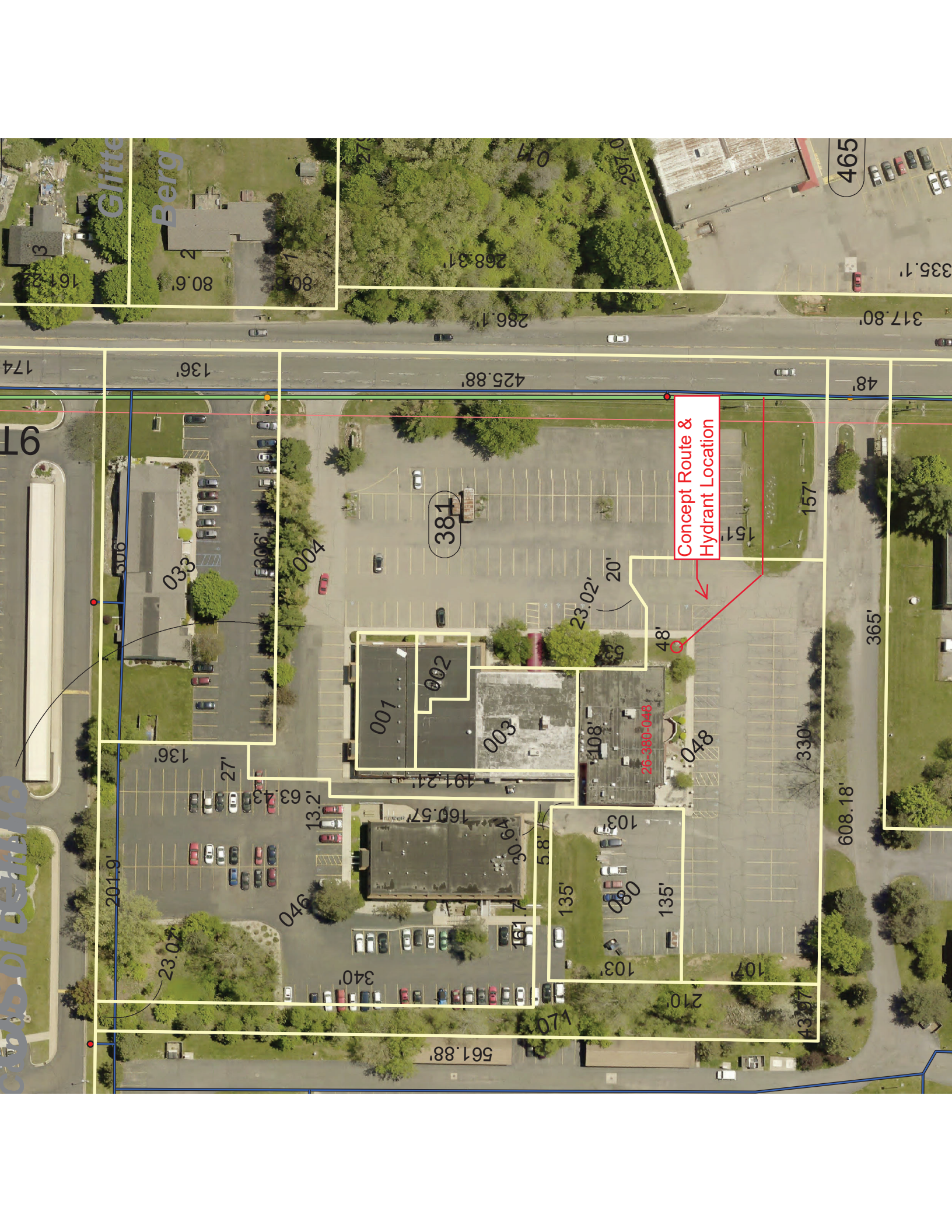
The Birches Banquet Center on S 9th St is perhaps the oldest commercial banquet facility in the Township. In 1990 the center was divided into separate commercial condominium units (i.e. the *Village Square Condo of Oshtemo*). Attached to the south wall of the Birches is the newly redeveloped Jac's Pizza (PID 26-380-048; see attached sketch).

A collaborative project between Oshtemo Township and the owner of Jac's Pizza has been proposed wherein, for common fire protection, Oshtemo will extend a public hydrant onto the Jac's Pizza parcel. Currently, in order for public water to be extended, an easement will need to be obtained from a third-party, adjoining parcel. The likely route is across the *Village Square Condo of Oshtemo*.

In summary, it is proposed that if Oshtemo provide the fire hydrant, and water extension, then Jac's Pizza (at private cost) will install an internal fire suppression system and sprinkler system for the restaurant. Once public water is available to the units of *Village Square Condo of Oshtemo*, we believe one of more of the units will also elect to sprinkle their unit at private cost. The ability of the remaining units to install fire suppression systems from this water extension should facilitate and encourage further private investment needed to maintain and enhance an arguably iconic resource in the heart of the Oshtemo DDA.

## **INFORMATION PROVIDED**

- Project area sketch
- Proposed Budget Amendment



# BUDGET AMENDMENT REQUEST

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

Date: 08/03/2020

Department Head Name: M Elliott (Public Works)

Fund Name:

		Amount	
Additional Funds Request for: (description and GL number)	<u>491-000-96400</u>	Construction Costs	<input type="text" value="\$ 50,000.00"/>
	<u>491-000-40100</u>	Return to carryover	<input type="text" value="\$ 167,000.00"/>
			<input type="text" value="\$ 217,000.00"/>
Funds requested from: (description and GL number)	<u>491-000-96400.WM7TO8</u>	Construction Costs	<input type="text" value="\$ 217,000.00"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text" value="\$ 217,000.00"/>

Explanation of request:

A new fire hydrant at 3112 S 9th St is proposed to be constructed. The hydrant will serve the four units of the Village Square Condo of Oshtemo. Jac's Pizza will immediately install an internal sprinkler system off the newly available public water. It is anticipated owners of other condo units will install fire suppression systems as they redevelop. Funding is proposed to come from the delayed W Main water extension, between 7th and 8th St (WM7TO8). The W Main water extension was programmed to be constructed in conjunction with an adjacent sanitary sewer extension. This sewer and water work is part of the Phase 1 Sewers, which is now delayed. The 491 water funds are therefore available to be reallocated or returned to carryover. The proposed reallocation is that \$50,000 be used for a new 9th St hydrant, and the remaining \$167,000 be returned to 491 Fund carryover.

Supervisor Review:

Board Authorization:

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## Administrative Communications

### 207.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines, format and authority levels for the various types of administrative communication documents in existence within the Department.

### 207.2 POLICY

It shall be the policy of the Oshtemo Fire and Rescue Department to control the use of the name of the Department and the use of letterhead, and to ensure that official administrative communications follow a specific format and are released only by persons with the authority to do so.

### 207.3 PERSONNEL ORDERS

Personnel orders may be issued periodically by the Fire Chief to announce and document promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

### 207.4 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on department letterhead.

All department letterhead shall bear the name of the Fire Chief and the actual signature of an authorized signer. Members of the Department may use letterhead only for official business and with approval of their work supervisor.

### 207.5 MEMORANDUMS

Memorandums are a necessary and important component of effective operations at all levels of the Department. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between department members shall utilize a standardized format.

Memorandums typically are used to memorialize and/or summarize communication and facts. Memorandums can be generated by a work supervisor and sent to subordinates or a group of subordinates to give direction, clarify a policy decision or request an action by another division. A memorandum also may be written by line-level members to communicate information. If the recipient is of higher rank than the member's immediate work supervisor or is outside the Department, the information should be approved by the proper chain of command before being forwarded to the recipient.

Recommendations for a standardized department memorandum format include:

- A standard heading, including the name of the Department.
- The date of the memorandum.



# Oshtemo Fire and Rescue Department

## Policy Manual

### *Administrative Communications*

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- The intended recipient of the memorandum.
- The name, rank and division of the Department member creating the memorandum.
- A brief statement of the subject of the memorandum.

#### **207.6 FACSIMILE COVER SHEETS**

All outgoing facsimile transmissions should include a standard department cover sheet as the first page of the transmission. The name of the member sending the facsimile should be clearly printed on the cover sheet along with all other pertinent information.

#### **207.7 SURVEYS**

All surveys made in the name of the Department shall be authorized by the Fire Chief or the authorized designee.

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## Minimum Staffing Levels

### 208.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for unit staffing levels based on daily operational needs, and unique local or regional circumstances, consistent with any collective bargaining agreement and Michigan law.

Staffing levels may be established through adopted Standards of Cover or at levels approved by the Authority Having Jurisdiction (AHJ), the Fire Chief and any collective bargaining agreement or protocols of the local medical authority.

#### 208.1.1 DEFINITIONS

Definitions related to this policy include:

**Qualified** - Any member who has satisfactorily met the requirements for the position (e.g., Firefighter, Driver Operator), either through promotional examination or a training program approved by the Department.

**Out of class assignment (also known as acting assignment)** - Any situation in which a member of the Department functions in a rank above his/her normal position description and job duties.

### 208.2 POLICY

The Department balances the member's needs and wishes with the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the principle concern is the need to meet the operational requirements of the Department.

### 208.3 MINIMUM STAFFING GUIDELINES

In order to meet operational needs, the following minimum staffing guidelines should be followed whenever practicable:

- (a) Station staffing levels shall not fall below two (2) personnel per staffed station.
- (b) Engine companies should be comprised of a minimum of one driver operator and one firefighter.
- (c) Ladder trucks or aerial units should be comprised of a minimum of one driver operator and one firefighter.
- (d) Rescue squads should be comprised of a minimum one small vehicle operator.
- (e) Medically licensed units shall be staffed as prescribed by Michigan law and protocols of the local medical control authority.
- (f) Exceptions to when vehicle staffing levels noted above can be altered:
  - (a) When an off-duty member responds a vehicle to an incident.
  - (b) When an apparatus is taken out of service for maintenance or other non-emergency events.
  - (c) (a)

# Oshtemo Fire and Rescue Department

## Policy Manual

### *Minimum Staffing Levels*

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(b)

(c)

If staffing falls below minimum guideline levels, the Fire Chief or their designee shall have the authority to call back a sufficient number of personnel to fill vacancies.

The senior firefighter on duty is responsible for promptly notifying the Fire Chief or their designee in the event that the number of available on-duty personnel falls below the recommended minimum staffing guidelines.

Should a situation arise where an apparatus responds with less than the minimum number of qualified personnel, the Driver Operator in charge of that apparatus shall notify Kalamazoo County Consolidated Dispatch Center that the unit is understaffed and request that an additional unit respond, if necessary.

## Personal Appearance Standards

### 1028.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the Department, members shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

The procedures contained herein are intended to promote uniformity of the members of the Department by addressing specific grooming items. However, nothing herein shall limit the department's ability to address any other grooming or personal appearance deemed improper for members of the Department.

### 1028.2 POLICY

It is the policy of the Oshtemo Fire and Rescue Department that all members meet required personal hygiene and grooming standards while on-duty or conducting official business.

### 1028.3 GROOMING STANDARDS

The following appearance standards shall apply to all members except those whose current assignment would deem them not appropriate or where the Fire Chief or the authorized designee has granted an exception.

#### 1028.3.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) which affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to a work supervisor or the Human Resources.

#### 1028.3.2 HAIR

The hairstyle of all members shall be neat in appearance. Hair must be no longer than the horizontal level of the bottom of the uniform patch when the member is standing erect. Hairstyles that extend below the top edge of the uniform collar should be secured in a tightly wrapped braid or ponytail.

#### 1028.3.3 MUSTACHES

A neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip. An exception may be granted by the Fire Chief for special fundraising efforts, as long as the mustache does not interfere with the seal of your SCBA face mask.

#### 1028.3.4 SIDEBURNS

Sideburns shall not extend below the bottom of the ear and shall be trimmed and neat.

# Oshtemo Fire and Rescue Department

## Policy Manual

### *Personal Appearance Standards*

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#### 1028.3.5 BEARDS AND GOATEES

Beards, goatees or any hair on the chin or near the bottom lip is prohibited.

#### 1028.3.6 FACIAL HAIR

Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Fire Chief or the authorized designee.

#### 1028.3.7 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

#### 1028.3.8 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by members on-duty on any part of the uniform or equipment, except those authorized within this manual. Members should be mindful of wearing jewelry that can become snagged or caught during performance of fire suppression duties.

- Necklaces or jewelry worn around the neck shall not be visible above the shirt collar.
- It is recommended that members refrain from wearing rings while assigned to suppression.

#### 1028.4 TATTOOS

Tattoos, brands or mutilations that are inappropriate, as determined at the sole discretion of the Fire Chief, must also be covered. Inappropriate marks may include, but are not limited to, marks that exhibit or advocate discrimination against sex, race, religion, ethnicity, national origin, sexual orientation, age (40 and over), physical or mental disability or medical condition, or marital status; marks that promote or express gang, supremacist or extremist group affiliation; and marks that depict or promote drug use, sexually explicit acts or other obscene material.

#### 1028.5 BODY PIERCING OR ALTERATION

Except for a single stud pierced earring worn in the lobe of each ear, no body piercing shall be visible while any member is on-duty or representing the Department in any official capacity.

Alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or trans-dermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth.
- (d) Branding or scarification.