

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

March 9th, 2021

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

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

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

WORK SESSION ITEMS

5. Discussion with Sheriff, Fire Chief, Continuum of Care, Open Doors, Ordinance Enforcement, Hotel Management, Etc Regarding Services & Support Around Moving Encampment Individuals to Oshtemo Township
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 23, 2021
 - b. Receipts & Disbursements Report
 - c. Board Appointments
 - d. Zoning Amendment for Nonconforming Uses - Second Reading
 - e. Oshtemo Township Fire Code Ordinance Amendment– Second Reading
 - f. Fire Department Lexipol Policies (Continued)
8. Consideration of New Addressing Protocol & Fees
9. Discussion of Section 57.90 Zoning Ordinance Regarding Nonmotorized
10. Budget Amendments
11. Appointment of FOIA Coordinator
12. Other Township Business & Question Updates
13. Public Comment
14. 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: 848 4630 7787**

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: **848 4630 7787#**

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.

*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	Members	Dates	Term/End Date
Board & Committee	Libby Heiny-Cogswell	<i>As needed</i>	
Appointments	Cheri Bell		
	Dusty Farmer		
Buildings and Grounds	Libby Heiny-Cogswell	<i>Quarterly @ 8:00 a.m.</i>	
	Dusty Farmer, TB		
	Carl Benson (Resident)		
	Mark Barnes (Staff)		
	Rick Everett (Staff)		
Capital Improvement (CIC)	Zak Ford, TB	<i>Quarterly, Jan, Apr, July, Oct</i>	
	Libby Heiny-Cogswell, TB	<i>3rd Tues. @ 1pm</i>	
	Clare Buszka (TB)		
	Tim Mallett (Resident)		
	Dick Hertzell (Resident)		
	Bernie Mein		
	Anna Horner (Staff)		
	Marc Elliott (Staff)		
HARC (Hardship Advisory Review Committee); 3 year, staggered terms	Fred Gould (BOR)		12/31/2021
	Jeff Parson (Resident-at-large)		12/31/2022
	Neil Sikora (BOR)		12/31/2023
	Clare Buszka (TB Treasurer)		TermofOffice
	Libby Heiny-Cogswell (TB Supervisor)		TermofOffice
IT Committee	Dusty Farmer (TB)	<i>Monthly</i>	
	Libby Heiny-Cogswell (TB Supervisor)		
	Vacancy (Resident)		
	Marc Elliott (Staff)		
	Scott Fuller (Staff)		
	Josh Owens (Staff)		
	Ric Kienbaum (Staff)		

*Bold Font Indicates Proposed Changes. Others are Continuing

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

*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	Members	Dates	Term/End Date
Sole Source Waste Hauler Research	Kizzy Bradford (Trustee)	<i>As needed</i>	
	Cheri Bell (Trustee)		
	Libby Heiny-Cogswell (Supervisor; Ex Officio)		
	Harry Jachym (Resident)		
	Dexter Mitchell (Resident)		
	Ann Bashaw (Resident)		
	George Fiala (Resident)		
	Josh Owens (Staff)		
Sunshine	Cheryl Moeslin		
<i>Manage voluntary contributions from staff to recognize employee life events</i>	Linda Potok		
	Sara Feister (Staff)		
Wellhead Protection Team	Iris Lubbert/Colten Hutson (Staff)	<i>Quarterly (approx)</i>	



February 26, 2021

Mtg Date: March 9, 2021
To: Oshtemo Charter Township Board
From: Iris Lubbert, AICP, Planning Director
Subject: Second Reading: Permitted uses on a legal nonconforming lot

Objective:

Consideration of an amendment to Section 63.20 of the Township Zoning Ordinance for Second Reading and adoption. The first reading of the proposed ordinance occurred on February 23, 2021 at which the Township Board approved the first reading and moved for second reading unanimously.

Background:

Planning Staff was recently approached by an individual that wished to build a medical office on a legal nonconforming parcel within a R-3 Residence District. A medical office is considered a special use within the R-3 Residence District. What can be built on a legal nonconforming parcel, lot, or building site is outlined in Section 63.20 of the Oshtemo Ordinance. Currently the language reads that “permitted uses of the zoning district” are allowable on these types of properties. There are three categories of uses outlined in the code: permitted uses, permitted uses with conditions, and special uses. Both the Planning Department and Legal Counsel have 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. Meaning that a special use, i.e the requested medical office, would not be permitted on the legal non-conforming lot in question. However, after additional research and discussion, the Planning Commission, Planning Department, and Legal Counsel have determined that this interpretation is not the intent of the code and is not consistent with how this section has been interpreted in the past. In this case the use of the word “permitted” was intended to mean “allowed”, an instance of poor wording.

The ordinance amendment request was introduced to the Planning Commission at their regular January 14th, 2021 meeting. After discussion the Commission unanimously approved forwarding the proposed text to a Public Hearing. A Public Hearing was held on February 11, 2021 - no public comment was received either for or against the proposed amendment. The Planning Commission unanimously motioned to forward the proposed amendment to the Township Board for consideration with a recommendation of approval.

Proposal:

To provide clear direction and ensure consistency, the Planning Commission and staff are recommending the following change, in red, to Section 63.20 of the Oshtemo Ordinance:

“In any zoning district, notwithstanding limitations imposed by other provisions of this Ordinance, where a nonconforming lot, parcel or building site of record, lawful at the time of its creation, fails to meet the requirements for minimum area, minimum width, minimum frontage or exceeds the allowable depth to width ratio of 4 to 1, such lot, parcel or building site may be used for the permitted uses, **permitted uses with conditions, or special uses** of the zoning district, provided that all other applicable minimum requirements are met.”

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. ____

Adopted: _____, 2021

Effective: _____, 2021

OSHTEMO CHARTER TOWNSHIP ORDINANCE

An Ordinance to amend the Oshtemo Charter Township Zoning Ordinance, Article 63

Nonconforming Uses, Structures and Land, Section 63.20 Nonconforming Parcels, Lots or Building Sites.

This Ordinance repeals all Ordinances or parts of Ordinances in conflict.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN
ORDAINS:

SECTION I. AMENDMENT OF ZONING ORDINANCE COMPILED ARTICLE 63: NONCONFORMING USES, STRUCTURES AND LAND, SECTION 63.20 NONCONFORMING PARCELS, LOTS OR BUILDING SITES. Article 63, Section 63.20 is hereby amended to read as follows:

ARTICLE 63: NONCONFORMING USES, STRUCTURES AND LAND

63.20 NONCONFORMING PARCELS, LOTS OR BUILDING SITES

In any zoning district, notwithstanding limitations imposed by other provisions of this Ordinance, where a nonconforming lot, parcel or building site of record, lawful at the time of its creation, fails to meet the requirements for minimum area, minimum width, minimum frontage or exceeds the allowable depth to width ratio of 4 to 1, such lot, parcel or building site may be used for the permitted uses, **permitted uses with conditions, or special uses** of the zoning district, provided that all other applicable minimum requirements are met.

SECTION II. EFFECTIVE DATE AND REPEAL. All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed. This Ordinance shall take effect upon publication after adoption in accordance with State law.

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP

MEMORANDUM

To: Township Board
From: James Porter
Date: February 17, 2021
Subject: Revisions to Oshtemo Township Fire Code Ordinance (Ord. No. 594)

OBJECTIVE:

To (1) revise Section III, IV, V, VI, VII, and XI to remove references to the “NATIONAL FIRE PROTECTION ASSOCIATION (“NFPA 1”) FIRE CODE, 2018 Edition”, and replace them with references to the “NATIONAL FIRE PROTECTION ASSOCIATION (“NFPA 1”) FIRE CODE 2021 Edition”; and (2) revise Section XII to agree with Ordinance No. 633, Oshtemo Township False Alarm Ordinance, as adopted February 9, 2021.

BACKGROUND:

Ordinance No. 594 was adopted on March 13, 2018 with references to the then current National Fire Code. The Fire Code has been updated, and therefore the Ordinance requires revision to reference the now current NFPA 1 Fire Code. Section XII (Violations) of the current Ordinance is in conflict with the newly adopted revisions to the False Alarm Ordinance (Ord. 633) and should be revised to remove this conflict.

INFORMATION PROVIDED:

I have provided a redline copy of the proposed changes to the Fire Code Ordinance for the Board’s review.

STATEMENT OF REQUESTED BOARD ACTION:

My recommendation is that the Board adopt the proposed changes to Ordinance No. 594 to bring the Ordinance in line with the current version of the NFPA 1 Fire Code and the current Oshtemo Township False Alarm Ordinance.

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. ____

ADOPTION OF NFPA 1 FIRE CODE

Adopted: _____, 2021

Effective: _____, 2021

This Ordinance amends Ordinance 594, being the Oshtemo Township Fire Code Ordinance, adopted March 13, 2018, to revise Section III, IV, V, VI, VII, and XI to remove references to the NATIONAL FIRE PROTECTION ASSOCIATION (“NFPA 1”) FIRE CODE, 2018 Edition, and replace them with references to the NATIONAL FIRE PROTECTION ASSOCIATION (“NFPA 1”) FIRE CODE 2021 Edition; to revise Section XII to agree with Ordinance No. 633, as amended; and to repeal existing Ordinances or parts of Ordinances in conflict herewith.

OSHTEMO CHARTER TOWNSHIP

KALAMAZOO COUNTY, MICHIGAN,

ORDAINS:

SECTION I. AMENDMENT OF SECTION III ADOPTION OF "NFPA 1 FIRE CODE, 2018 EDITION shall be amended to read as follows:

ADOPTION OF "NFPA 1 FIRE CODE, 2021 EDITION"

A certain document or booklet, which is marked and entitled as “NFPA 1 FIRE CODE, 2021 EDITION” and the annexes and index thereto, said Code being published by the National Fire Protection Association, except Annexes B, C and D which shall be excluded from adoption, official copies of which are on file in the office of the Township Clerk and which may be examined by the general public during regular business hours or by appointment, is hereby adopted by reference as if fully set forth herein. Each and all of the regulations, provisions, penalties, conditions and terms thereof, except as excluded herein or as they may hereafter be modified, shall be deemed adopted and made a part hereof by this reference as if fully set forth in this Ordinance.

SECTION II. AMENDMENT OF SECTION IV CONFLICTS shall be amended to read as follows:

Section 1.3.3 of the said NFPA 1 FIRE CODE, 2021 EDITION, regarding “Conflicts” is hereby amended to add Section 1.3.3.1 as follows:

1.3.3.1. Where a conflict between this document and the Michigan Construction Code occurs, the specific requirements of the Michigan Construction Code shall apply, except as otherwise provided herein.

SECTION III. AMENDMENT OF SECTION V BOARD OF APPEALS shall be amended to read as follows:

Section 1.10.1.1.2 of the said NFPA 1 FIRE CODE, 2021 EDITION, is hereby amended to read as follows:

1.10.1.1.2. A Board of Appeals shall be established consisting of five to seven members and alternate members who shall be appointed by the Charter Township of Oshtemo Board of Trustees by reason of education, experience, and knowledge and are deemed to be competent to sit in judgment on matters concerning this Code and its enforcement.

SECTION IV. AMENDMENT OF SECTION VI OPEN FIRES shall be amended to read as follows:

Sections 10.10.4 through 10.10.8 of the said NFPA 1 FIRE CODE, 2021 EDITION, is hereby amended by the deletion of subsections 10.10.4 through 10.10.8 thereunder and by the addition of the following language:

10.10.4 Open fires, incinerators and cooking equipment shall be regulated by a separate Township Ordinance.

SECTION V. AMENDMENT OF SECTION VII MONITORING FOR INTEGRITY shall be amended to read as follows:

Section 13.7.1.4.2 of said NFPA 1 Fire Code, 2021 Edition, is hereby amended to read as follows:

13.7.1.4.2 Fire alarm systems required by the Michigan or International Building Code shall be monitored by a listed central station as defined by NFPA 72. A Certificate or Placard shall be issued by a recognized listing organization that has listed the prime contractor for all newly installed fire alarm systems in commercial occupancies in accordance with NFPA 72. This regulation shall apply to all fire alarm systems that are newly installed in commercial occupancies for which permits are required by the Township of Oshtemo on or after May 1, 2018. Any existing fire alarm system in a commercial occupancy wherein the fire alarm control panel and/or alarm system components are to be replaced shall be considered newly installed for the purposes of this section. Also, where there is reasonable cause due to non-compliance or faulty conditions, the fire code official may require an existing fire alarm system meet the same requirement as a newly installed system. Central station service in full compliance with NFPA 72 shall be maintained at the protected property, so long as the requirement for the fire system exists.

SECTION VI. AMENDMENT OF SECTION XI MAINTAINING ACCESS TO FIRE HYDRANTS shall be amended to read as follows:

In accordance with the adopted NFPA1 Fire Code, 2021 Edition, it shall be unlawful to obscure from view, damage, deface, obstruct or restrict the access to any fire hydrant or any Fire Department connection for the pressurization of fire suppression systems, including fire hydrants and Fire Department connections that are located on public or private streets and access lanes, or on private property. In order to avoid the obscuring or obstruction of fire hydrants, there shall be a 3-foot (914 mm) clear space maintained around the circumference of all fire hydrants. If any fire hydrant is obscured from view or its use obstructed by an abutting property owner, the Fire Department shall give notice of the obstruction to the abutting property owner, requesting him/her to remove the obstruction in accordance with these provisions. The property owner shall be given ten (10) days in which to comply. Upon failure to comply, the Fire Chief, or his designated representative may cause the removal of such obstructions.

SECTION VII. AMENDMENT OF SECTION XII VIOLATIONS shall be amended to read as follows:

Any person, firm, association, partnership, corporation, or governmental entity that violates any of the provisions of this Ordinance or the Uniform Fire Code adopted hereunder

shall be deemed to be responsible for a municipal civil infraction as defined by Michigan Statute which shall be punishable by civil fine determined in accordance with the following schedule:

	Fine
1 st Offense within the calendar year*	\$75.00
2 nd Offense within the calendar year*	\$150.00
3 rd Offense within the calendar year*	\$325.00
4th or More Offense within the calendar year*	\$500.00

* Calendar year refers to January 1st through December 31st.

Additionally, the violator shall pay costs which may include all expenses, direct and indirect, to which the Charter Township of Oshtemo has incurred in connection with the municipal civil infraction. In no case, however, shall costs of less than \$9.00 nor more than the actual costs incurred be ordered. In addition, the Charter Township of Oshtemo shall have the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order, or other appropriate remedy to compel compliance with this Ordinance. Each day that a violation of this Ordinance exists shall constitute a separate violation of this Ordinance.

SECTION VIII. This Ordinance shall take effect after publication in accordance with State law. All Ordinances or part of Ordinances in conflict herewith are hereby repealed.

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP

Organizational Structure

200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of Oshtemo Charter Township's Fire and Rescue Department. This policy also provides guidance regarding the department's reporting process through the chain of command.

200.2 POLICY

It is the policy of the Oshtemo Fire and Rescue Department to organize its resources in a manner that allows for effective and efficient service delivery to the public. The Oshtemo Fire and Rescue Department shall prepare and maintain a statement or written policy that establishes its basic organizational structure and that establishes the type, amount and frequency of training to be provided to fire service personnel. The Department shall also maintain training records. The organizational statement and training records shall be available for inspection by the Director of the Michigan Department of Licensing and Regulatory Affairs or his/her authorized representative and by an employee or his/her authorized representative (Mich. Admin. Code, R 408.17411).

To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

200.3 DIVISIONS

The Fire Chief is responsible for managing the Oshtemo Fire and Rescue Department. The following Divisions make up the Oshtemo Fire and Rescue Department:

- Administration
- Programs (Operations)
- Community Risk Reduction
- Training

200.3.1 ADMINISTRATION DIVISION

The Administration Division is directed by the Fire Chief; who prepares and coordinates the department budget; acts as liaison with Human Resources regarding recruitment, promotion, and performance appraisals, payroll functions; and reviews, prepares, and presents staff reports to the Oshtemo Charter Township staff and Oshtemo Charter Township officials.

It is the responsibility of the Fire Chief to prepare and maintain a current organizational chart.

200.3.2 PROGRAMS DIVISION

The Programs Division is directed by the Deputy Fire Chief. The Programs Division responds to all fire, rescue, and medical aid calls for service; manages major disaster responses; and staffs various emergency response apparatus and support units.

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The Deputy Fire Chief also oversees the management of information technology systems, including scheduling and emergency reporting software programs

200.3.3 COMMUNITY RISK REDUCTION DIVISION

The Community Risk Reduction Division is directed by the Fire Marshal. The Community Risk Reduction Division's mission is to engage in investigation, education, prevention, and mitigation of fire incidents or accidents.

The Community Risk Reduction performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Fire Marshal may be the lead in the investigation of all major fires occurring within the jurisdiction of the Oshtemo Fire and Rescue Department.

200.3.4 TRAINING & SAFETY DIVISION

The Training & Safety Division is directed by the Training Officer. The Training Officer is responsible for scheduling, overseeing, administering and tracking all departmental training programs, whether in house or from outside trainings.

200.4 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Except where specifically delegated or where authority exists by virtue of policy or a special assignment (e.g., emergency incidents), any supervisor may temporarily direct the subordinate of another supervisor if an operational need exists.

200.4.1 TYPES OF CONTROL (AUTHORITY)

Operational Control: The authority to perform functions of command over subordinates involving organizing and employing individuals, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish a mission.

Tactical Control: Command authority over assigned individuals made available for tasking that is limited to the detailed direction within the operational area necessary to accomplish missions or tasks assigned.

Administrative Control: Authority over subordinates with respect to administration and support which includes disciplinary action, commendations, and logistical support.

200.5 CHAIN OF COMMAND

Respect for rank is essential for administrative and operational efficiency. All members of the Oshtemo Fire and Rescue Department shall adhere to the chain of command. All members shall be thoroughly familiar with the National Incident Management System (NIMS) and the Incident Command System (ICS) and operate within their parameters throughout the duration of all emergency incidents (Mich. Admin. Code, R 408.17451).

department department

Oshtemo Fire and Rescue Department

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Organizational Structure

Members of the Oshtemo Fire and Rescue Department shall generally conduct department business through the established chain of command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations, or improvements concerning department matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether he/she approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

Other than the exceptions set forth below, no member of the Oshtemo Fire and Rescue Department shall initiate contact with any member of the governing board or with any other local, regional, state, or federal official regarding any matter affecting the Oshtemo Fire and Rescue Department without having first informed the Fire Chief through the chain of command.

200.6 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

- (a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the Fire Chief, of the conflict or error of the order.
- (b) Provide details explaining the grounds for believing there is a conflict or error.
- (c) Request clarification, guidance, and direction regarding following the order.
- (d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- (e) Respectfully inform the supervisor that he/she intends to disobey what he/she reasonably believes to be a conflicting or unlawful order.

A member's decision to disobey an order that he/she believes to be unlawful is not a bar to discipline should the order be determined as lawful.

200.7 ALTERNATE CHANNELS OF COMMUNICATION

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare, or operations of the Department.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the established chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the Department, or involves

Oshtemo Fire and Rescue Department

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Organizational Structure

other members or supervisors, the member may consult directly with the Deputy Chief, the Fire Chief, or a representative of Human Resources.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law, or practices that may pose a threat to the health, safety, and security of the public or members without fear of actual or threatened discrimination, retaliation, or reprisal. Such complaints are not subject to the chain of command and may be made to any supervisor or directly to Human Resources.

The Michigan Whistleblowers' Protection Act provides that an employer shall not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because the employee, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing, a violation or a suspected violation of a law, regulation, or rule promulgated pursuant to Michigan law, a political subdivision of Michigan or the United States, to a public body, unless the employee knows that the report is false, or because an employee is requested by a public body to participate in an investigation, hearing, or inquiry held by that public body, or a court action (MCL 15.362).

Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable state law, ordinance, or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline (see the Anti-Retaliation Policy).

Records Management

800.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all department documents, including those in fire stations, to ensure that department records are maintained and available as needed. This policy also provides guidance on the retention, disposition, and security of records.

800.2 POLICY

It is the policy of the Oshtemo Fire and Rescue Department to promote the efficient and cost-effective conduct of department business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents and providing for timely transfer of inactive files in compliance with legal requirements.

800.3 MEMBERS' RESPONSIBILITY

All members are expected to handle department records in a responsible manner and as provided in this policy.

Members are responsible for ensuring that records in their control are maintained as provided in the records retention schedule.

800.4 CAPTAINS' RESPONSIBILITY

Captains at fire stations are responsible for the management of records at the fire station level. The Captains should ensure that all records at the fire stations are retained in accordance with this policy.

800.5 TRAINING

The Training Officer to provide training regarding the records management program to the appropriate department members.

800.6 SOFTWARE LEVELS FOR USERS

All software used by Oshtemo Fire Rescue will have features that allow access based by rank of personnel. Only Chief Officers will have the administrative ability to unlock reports after the reports have been completed.

Tactical Withdrawal

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances, or events. The violence or threat need not be specifically directed at department members to justify the application of this policy.

305.2 POLICY

The Oshtemo Fire and Rescue Department is committed to the safety of its members. It is the policy of the Oshtemo Fire and Rescue Department to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations, or any other circumstance presenting a real or perceived imminent threat to member safety.

305.3 THREAT ASSESSMENT

All members of the Department are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events, and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- (a) Gang-related activity, particularly any event involving violent encounters, confrontations, or conflicts between members of rival gangs.
- (b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (c) Any time a subject challenges or threatens members of the Department with violence or harm.
- (d) Any scene where members of the Department are attacked in any way. Examples include rocks, bottles, or other projectiles thrown or launched at members or department vehicles or apparatus; individuals attempting to gain access to department vehicles or apparatus; or any direct act of violence committed against members of this department.
- (e) Any event involving civil disturbance, large-scale demonstrations, or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

Any member who believes that there is a threat of violence to personnel at any incident should promptly relay that information to the appropriate supervisor as quickly as possible.

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The Incident Commander (IC), scene supervisor, or senior ranking member has the authority to initiate a tactical withdrawal and the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the action. Authority for the decision resides primarily with on-scene personnel and should not be delayed while seeking approval or confirmation from a higher authority, who may not be at the incident scene.

In the event that a credible threat to personnel is discovered at a level of the incident command structure above an on-scene supervisor, a tactical withdrawal may be ordered and relayed down the chain of command to the on-scene supervisor. In that event, the on scene supervisor has the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the initiation of a tactical withdrawal.

305.4 CONDUCTING TACTICAL WITHDRAWALS

305.4.1 WITHDRAWAL OPTIONS

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) During the response to an incident:
 - 1. If a tactical withdrawal occurs during the response phase of an incident, the department member responsible for initiating the withdrawal is responsible for notifying all responding units and Kalamazoo County Consolidated Dispatch Center of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have Kalamazoo County Consolidated Dispatch Center notify all responding units to cancel their response or to respond to a defined staging area.
- (b) After arrival at an incident:
 - 1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC or ranking work supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify Kalamazoo County Consolidated Dispatch Center of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

305.4.2 WITHDRAWAL GUIDELINES

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel should withdraw to that staging area. Whenever practicable, all involved units should withdraw from the incident scene as a single group. If that is not practicable, individual

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units should attempt to congregate together, forming the fewest and largest groups practicable, and withdraw in those groups.

- (b) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability, ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- (c) Whenever a tactical withdrawal is initiated, Kalamazoo County Consolidated Dispatch Center should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (d) Once the IC or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personnel Accountability Report (PAR) of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are accounted for and safe.
- (e) Once all involved units have gathered at the staging area, the IC or scene supervisor should again conduct a PAR to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

305.5 PATIENT CARE CONSIDERATIONS

Special consideration should be taken when a tactical withdrawal is initiated after members have begun providing medical assessment or medical care at an incident scene. If a tactical withdrawal is initiated at a time that members are providing medical services to sick or injured patients, those members should, whenever practicable, attempt to maintain their care of medical patients and evacuate those patients as part of the withdrawal process.

In the event that violence or the threat of violence forces members to abandon any patient under their care, the involved member should immediately notify the Kalamazoo County Consolidated Dispatch Center of the location of the patient and request immediate assistance in securing the scene to allow for safe and timely medical treatment and evacuation of the patient. The members should remain on the call and wait for law enforcement clearance or other information indicating that it is safe to enter the incident scene. Once it is safe to do so, the members should attempt to locate the patient and resume medical evaluation, treatment, and transport per protocol. In the event that law enforcement personnel and department members are unable to relocate the patient, the patient may be deemed to have self-extracted and the appropriate documentation should be prepared.

305.6 NOTIFICATIONS

Whenever a tactical withdrawal is initiated, the circumstances of the incident, including the incident location, will be relayed up the chain of command to the on-duty Captain. The Captain should ensure that all Operations Division personnel are immediately notified of the location and circumstances of the incident.

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The Captain should coordinate with Kalamazoo County Consolidated Dispatch Center and law enforcement to ensure additional calls for service to the affected area are screened and determined safe for entry.

Apparatus/Vehicle Backing

906.1 PURPOSE AND SCOPE

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities.

906.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - Any department vehicle that is designed and equipped to support firefighting and rescue operations, including those equipped with an aerial ladder, elevating platform or water tower that may position members, handle materials, provide continuous egress or discharge water at positions elevated from the ground.

Driver - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

Officer - The member responsible for directing the operation of the vehicle or apparatus and its personnel.

Spotter - A member designated to direct the driver while backing up the vehicle or apparatus. This position may also be referred to as a backup person.

Vehicle - Any automobile, emergency vehicle, staff vehicle or light utility vehicle owned or leased by the Oshtemo Fire and Rescue Department and used for department business.

906.2 POLICY

To promote firefighter safety, it is the policy of the Oshtemo Fire and Rescue Department that drivers, when feasible, will drive around the block rather than backing an apparatus or vehicle. If backing the apparatus or vehicle is necessary, the driver shall utilize spotters to avoid any potential danger. Backing the apparatus or vehicle without the aid of a spotter should only take place in unique circumstances. Hose lines shall be picked up by driving forward over the hose rather than backing.

906.3 OFFICER AND DRIVER RESPONSIBILITIES

Firefighter safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of such operations should reduce the incidence of firefighter injuries and fatalities.

Before backing an apparatus or vehicle, all potential impediments should be evaluated to ensure that the area is clear of obstructions.

The officer, or the driver if there is no officer present, shall deploy spotters when backing up or as necessary to allow the safe movement of an apparatus or vehicle.

The driver should not move the vehicle or apparatus until the spotters are in place.

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If the driver loses sight of the spotter, the driver shall stop the apparatus or vehicle until the spotter is back in sight.

If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently so as to safely move the apparatus or vehicle, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

In unique circumstances where a spotter is not available and the apparatus or vehicle must be moved, the driver shall perform a complete walk-around of the vehicle or apparatus to identify any potential hazards. The driver should back the apparatus or vehicle, attempting to use minimal reverse motion prior to being able to proceed forward. In the event that the apparatus or vehicle must be backed repeatedly or for more than a short distance, the driver should repeat the walk-around as many times as necessary.

If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or vehicle or in the direction the apparatus or vehicle is headed.

906.4 SPOTTER RESPONSIBILITIES

Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. The use of portable radios to communicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver and the officer should maintain radio contact as well as eye contact. Universal hand signals may also be used to communicate between the driver and the spotter. Hand signals should be understood by all members to avoid confusion and to facilitate the process.

In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters should also be used when going forward in tight areas.

Spotter responsibilities include, but are not limited to:

- (a) Be constantly aware of the surroundings while performing this function.
- (b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.
- (c) Stop any oncoming hazard or stop the vehicle or apparatus being backed up.
- (d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.
- (e) Be attentive to ground-level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).
- (f) Maintain visual contact with the driver at all times.

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- (g) Be in the line-of-sight of the mirrors of the vehicle or apparatus at all times.
- (h) Illuminate him/herself at night with a rear spotlight or flashlight, to remain visible to the driver.
- (i) Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver.
- (j) Stand on the ground, never on the apparatus or vehicle.
- (k) Practice skills as time permits.

Vehicle Safety Belts

911.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the Department wear safety belts while operating or riding in department vehicles or privately owned vehicles while conducting department business. The use of safety belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic accident.

911.2 POLICY

It is the policy of the Oshtemo Fire and Rescue Department that all members shall wear properly adjusted safety restraints or safety harnesses when operating or positioned in any vehicle owned, leased or rented by this department, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained (MCL 257.710e; Mich. Admin. Code, R 408.17421).

911.3 INOPERABLE SAFETY BELTS

No person shall operate department vehicles in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the safety belt is inoperable (MCL 257.710e ; Mich. Admin. Code, R 408.17421).

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

Personal Protective Equipment

914.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect Oshtemo Fire and Rescue Department members by providing and maintaining, at no cost to the member, personal protective equipment (PPE), safety devices, and safeguards for workplace activities. PPE information related to patient care is found in the Communicable Diseases Policy.

914.2 POLICY

It is the policy of the Oshtemo Fire and Rescue Department to provide PPE and safeguards of the proper type, design, strength, and quality needed to reasonably eliminate, preclude, or mitigate a hazard.

The Oshtemo Fire and Rescue Department shall also establish a written maintenance, repair, servicing, and inspection program for protective clothing and equipment to reduce the safety and health risks associated with improper selection, poor maintenance, inadequate care, excess wear, and improper use of PPE.

914.3 PPE STANDARDS AND REQUIREMENTS

The Department will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall be expected to wear the PPE any time there is a risk of exposure to a hazard. PPE shall include all of the following guidelines, requirements, and standards (29 CFR 1910.132; MCL 408.1014; Mich. Admin. Code, R 408.17431 et seq.):

- (a) The PPE provided shall minimally meet the standards approved by the American National Standards Institute (ANSI) and established by the National Fire Protection Association (NFPA) or other recognized authority (Mich. Admin. Code, R 408.17405).
- (b) When no authoritative standard exists for PPE or a safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by the Deputy Chief in charge of the Division where the equipment will be used.
- (c) PPE shall be distinctly marked so as to facilitate easy identification of the manufacturer.
- (d) The Training Officer shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions (Mich. Admin. Code, R 408.17411).
- (e) The Department shall ensure that all PPE, whether provided by the Department or the member, complies with the applicable state standards (Mich. Admin. Code, R 408.17432).
- (f) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- (g) Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.

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- (h) PPE shall be of such design, fit, and durability as to provide adequate protection against the hazards for which they are designed.
- (i) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.
- (j) Supervisors shall ensure that all members use appropriate PPE.
- (k) Supervisors shall not knowingly allow defective or damaged PPE to be used (Mich. Admin. Code, R 408.13310).
- (l) Members shall use all of the PPE provided by the Department as directed (Mich. Admin. Code, R 408.13310).
- (m) PPE shall include protection of the foot, leg, hand, body, face, eye, and head.
- (n) PPE required to meet a nationally recognized standard shall either bear a manufacturer's label or be certified in writing by the manufacturer as being in compliance with the applicable standard.

914.3.1 HEAD PROTECTION

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall bear the original marking required by the ANSI standard under which it was approved. At a minimum, the marking shall identify the manufacturer, the ANSI designated standard number and date, and the ANSI designated class of helmet. Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles, or toxic contaminants, members shall confine their hair to eliminate the hazard (29 CFR 1910.135; MCL 408.1014; Mich. Admin. Code, R 408.17433).

914.3.2 FACE AND EYE PROTECTION

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns from contact with flying particles, hazardous substances, projectiles, or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. The Department shall provide and require that members wear approved face and eye protection suitable for the hazard and in accordance with previously cited national standards (29 CFR 1910.133; MCL 408.1014; Mich. Admin. Code, R 408.17433).

914.3.3 BODY PROTECTION

Body protection may be required for members whose work exposes parts of their bodies that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall either be removed and not worn until properly cleaned, or shall be destroyed (29 CFR 1910.132; MCL 408.1014; Mich. Admin. Code, R 408.17432).

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914.3.4 HAND PROTECTION

Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents, or radioactive materials that are encountered and capable of causing injury or impairment.

Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings, or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment (29 CFR 1910.138; MCL 408.1014).

914.3.5 FOOT PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive, or poisonous substances; falling objects; or crushing or penetrating actions, or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard and shall comply with recognized national standards (29 CFR 1910.136; MCL 408.1014; Mich. Admin. Code, R 408.17434).

914.4 SELECTION, CARE, AND MAINTENANCE OF PPE

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets, and footwear. A program for selection, care, and maintenance of PPE consists of the following.

914.4.1 SELECTION

The PPE selection process should be conducted through a labor-management committee utilizing members from labor and representatives from management.

Prior to procurement, a risk assessment may be performed to include expected hazards, frequency of use, past experiences, geographic location, and climatic conditions. The selection process should evaluate comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment. The process should consider the following:

- (a) PPE performance expectations, to include thermal and physiological effects
- (b) Style and design for user comfort and wear performance
- (c) Construction for quality, durability, and garment life
- (d) Manufacturer ability to meet performance demand requirements, technical information, service, warranty, and customer support needs

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914.4.2 INSPECTION

There are two primary types of PPE inspection (Mich. Admin. Code, R 408.17431):

Routine inspection - Each firefighter shall conduct a routine inspection of his/her issued PPE each time the elements are exposed or are suspected of having been exposed to damage or contamination.

- (a) Coat, trousers, gloves, and hood should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - (a) Rips, tears, and cuts
 - (b) Damaged/missing hardware and closure systems
 - (c) Thermal damage, such as charring, burn holes, and melting
 - (d) Damaged or missing reflective trim
 - (e) Shrinkage
 - (f) Loss of elasticity or flexibility at openings
- (b) Helmets should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage to the shell, such as:
 - (a) Cracks, crazing (small cracks), dents, and abrasions
 - (b) Thermal damage to the shell, such as bubbling, soft spots, warping, or discoloration
 - 4. Physical damage to ear flaps, such as:
 - (a) Rips, tears, and cuts
 - (b) Thermal damage, such as charring, burn holes, and melting
 - 5. Damaged or missing components of suspension and retention systems
 - 6. Damaged or missing components of the goggle system including:
 - (a) Discoloration
 - (b) Crazing (small cracks)
 - (c) Scratches to goggle lens, limiting visibility
 - 7. Damaged or missing reflective trim
- (c) Footwear should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents

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3. Physical damage, such as:
 - (a) Cuts, tears, and punctures
 - (b) Thermal damage, such as charring, burn holes, and melting
 - (c) Exposed or deformed steel toe, steel midsole, and shank
 - (d) Loss of water resistance

Advanced inspection - Advanced inspection of PPE ensembles and elements shall be conducted a minimum of every 12 months or whenever routine inspections indicate a problem may exist.

Advanced inspections shall only be conducted by trained and certified employees or a manufacturer-approved vendor certified to conduct advanced inspections. All findings from advanced inspections shall be documented on an inspection form. Universal precautions shall be observed, as appropriate, when handling elements. Advanced inspections shall include, at a minimum, the inspection criteria outlined in the recognized national standards of Mich. Admin. Code, R 408.17405.

914.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions shall apply to the cleaning and decontamination of PPE (Mich. Admin. Code, R 408.17431):

- (a) Soiled and contaminated PPE elements shall not be taken home, washed in the home, or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
 - (b) Commercial dry cleaning shall not be used.
 - (c) The Department will examine the manufacturer's label and user information for specific cleaning instructions.
 - (d) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
 - (e) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
 - (f) All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements. Department standards identify and define three primary types of cleaning: routine, advanced, and specialized.
1. **Routine cleaning** - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean his/her PPE ensemble or elements using the following process:
 - (a) When possible, initiate cleaning at the incident scene.
 - (b) Brush off any dry debris.
 - (c) Gently rinse off debris with a water hose.

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- (d) If necessary, scrub gently with a soft bristle brush and rinse off again if necessary. Spot clean utilizing a utility sink.
 - (e) Inspect for soiling and contamination and repeat the process if necessary.
 - (f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
2. **Advanced cleaning** - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition, elements that have been issued, used, and soiled shall undergo advanced cleaning every six months, at a minimum.
- (a) The department's Health and Safety Officer (HSO) shall manage all advanced cleaning utilizing a qualified contract cleaner.
 - (b) Advanced cleaning will be coordinated with the HSO by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.
 - (c) Station laundering machines shall not be used to clean PPE elements.
3. **Specialized cleaning** - PPE elements that are contaminated with hazardous materials or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.
- (a) The PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged, and removed from service until they undergo specialized cleaning to remove the specific contaminant. All bagged PPE shall include the member's name, company, and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements. For more information on decontamination of PPE after exposure, refer to the Communicable Diseases Policy.
 - (b) The department's HSO shall manage all specialized cleaning and will utilize a qualified contract cleaner. The Department, if possible, shall identify the suspected contaminant and consult the manufacturer for an appropriate decontamination agent and process.
 - (c) PPE that is used by more than one member shall be cleaned or sanitized before reassignment (Mich. Admin. Code, R 408.17431).

914.4.4 MAINTENANCE AND CLEANLINESS OF EYE AND FACE PROTECTION

The following apply to the maintenance and cleaning of eye and face protection (Mich. Admin. Code, R 408.13313):

- (a) A face or eye protector shall be kept clean and in good repair.
- (b) Cleaning facilities for protectors shall be provided away from the hazard, but readily accessible to the wearer.
- (c) A slack, worn-out, sweat-soaked, knotted, or twisted headband shall be replaced.

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- (d) A face or eye protector is a personal item and shall be for exclusive use of the person to whom it is issued. If circumstances require reissue, the protector shall be in good condition and thoroughly cleaned and sanitized.

914.4.5 REPAIR OF PPE

The department's HSO shall manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements shall be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE is available to members while repairs are being made (Mich. Admin. Code, R 408.17431).

914.4.6 ISSUING PPE

All PPE ensembles or elements shall be issued through the department's HSO. All fittings shall be completed by the HSO and/or by a manufacturer's representative.

- Members shall only use department-issued PPE.
- Members shall minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire related emergencies.
- Members shall not wear PPE inside station living quarters or other department facilities.

914.4.7 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

- (a) PPE shall not be stored in direct sunlight or exposed to direct sunlight when it is not being worn.
- (b) PPE shall be clean, dry, and well ventilated before storage.
- (c) PPE shall not be stored in airtight containers unless the container is new and unused.
- (d) PPE shall not be stored at temperatures below 40 degrees or above 180 degrees.
- (e) PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
- (f) PPE shall not be subjected to sharp objects, tools, or other equipment that could damage the ensemble or elements.
- (g) PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
- (h) PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors, or other contaminants.

914.4.8 PPE TRAINING

The Training Officer shall be responsible for the following (Mich. Admin. Code, R 408.17411):

- (a) Upon issue, all members shall be provided training on this policy along with the manufacturer's written instructions on the care, use, and maintenance of their PPE, including any warnings issued by the manufacturer.

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- (b) New firefighters shall receive training in the care, use, and maintenance of their PPE before participating in live fire training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.

914.4.9 PPE RECORD KEEPING

The Department shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include:

- (a) The name of the member to whom the element is issued.
- (b) The date and condition of the element when issued.
- (c) The manufacturer, model name, or design.
- (d) The manufacturer's identification number, lot number, or serial number.
- (e) The month and year of manufacture.
- (f) The dates and findings of all advanced inspections.
- (g) The dates of advanced cleaning, specialized cleaning, or decontamination, and by whom it was performed.
- (h) The date of any repairs, the person who repaired the PPE, and a brief description of the repair.
- (i) The date the element was removed from service (retirement).
- (j) The date and method the element was disposed.

914.4.10 PPE RETIREMENT

Pursuant to manufacturer's recommendations and applicable NFPA standards, all PPE ensembles and elements that are worn or damaged to the extent that the Department deems that it is not possible or cost effective to repair shall be retired. All PPE ensembles and elements that are no longer useful for emergency operations but are not contaminated, defective, or damaged shall be retired.

Retired PPE ensembles and elements shall be destroyed or disposed of by the Department in a manner ensuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

914.4.11 SPECIAL INCIDENT PROCEDURE

If any member of the Oshtemo Fire and Rescue Department suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- (a) The PPE will immediately be removed from service.
- (b) Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.

Oshtemo Fire and Rescue Department

Policy Manual

Personal Protective Equipment

- (c) All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- (d) The PPE shall be made available to the department's investigation team (see the Line-of-Duty Death and Serious Injury Investigations Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.
- (e) The Fire Chief or the authorized designee shall determine the retention period for storage of the PPE.



March 2, 2021

Mtg Date: March 9, 2021
To: Oshtemo Charter Township Board
From: Iris Lubbert, AICP, Planning Director
Subject: Proposed new addressing protocol and fees

Objective:

Staff requests the Township Board consider adopting a street name and addressing workflow, an Address Request Form, and adding a \$40 fee for the Address Request Form to the Planning Fee Schedule. This proposal includes working with Prein and Newhof to provide addressing services for the Township. If Prein and Newhof is brought in to provide addressing services to Oshtemo, the fees for the service would be paid by the applicant and there would be no additional cost to taxpayers.

Background and Proposal Summary:

When a new development is created, a new house built, when a commercial unit is added, or a lot is split, an address needs to be assigned. The process to assign addresses in Oshtemo has been assigned to different departments over the years, depending on having an available employee skill set to manage the Post Office technical details, and the workflow processes between Building, Planning, and Assessing. Most recently addressing was under the supervision of an employee of the Southwest Michigan Building Authority's Building Official. However, since that person's retirement, there has not been a clear lead. Determining a more formal process and developing the technical skill in another employee was discussed by internal staff and the Supervisor over recent months. The Planning Director took the lead organizing role for this analytical discussion. Although administrative staff are coordinating with the County on a request basis for new addresses currently, the current process is reactionary and not sufficiently complete.

Through the internal discussions the Planning Director proposed a new addressing process; after further discussion, coordination and research, a workflow was drafted. Continual coordination with the County is key for safety (Central Dispatch for 911, etc) and consistency. There are a number of steps to assign addresses, and the approach differs based on the type of request. Due to the specific qualitative process – if the Planning Department takes over, training will be required. A reasonable option is to use Prein and Newhof to manage this service. The firm already handles addressing for some other municipalities and therefore have the trained skillset. From outreach to Prein and Newhof, their charges follow:

- \$35.00 per individual address
- \$15.00 per address for a development. The reason for the difference in cost is that most of the \$35 fee is paperwork time. When addressing a development, it is cost effective to assign many unique addresses at the same time.

After discussion, staff and the Supervisor agree that working with Prein and Newhof for addressing is beneficial from both staff time and cost effectiveness perspectives. Prein and Newhof already works closely with Township staff offering other engineering services.

The attached drafted workflow incorporates Prein and Newhof's services. The Planning Department would become responsible for managing the addressing process; this includes accepting applications, determining timing for establishing the addresses, coordinating with Prein and Newhof etc. An Address Request Form to help with submittals has been drafted and is attached to compliment the new workflow, if adopted.

The proposed fees for the workflow are based on Prein and Newhof's charges. Staff is proposing a \$40 fee per individual address mirroring what other municipalities are charging that utilize Prein and Newhof for this service. The extra \$5 of the fee reimburses the Township for staff time overseeing the process. For developments, the applicant already is required to submit an escrow amount to cover review costs by legal and engineering. Prein and Newhof's fee of \$15 per address will be taken out of the corresponding project account.

Attachments: Drafted Oshtemo Township – Street Name and Addressing Workflow, Drafted Address Request Form

Oshtemo Township – Street Name and Addressing Workflow

The Township has the authority to assign street names and addresses. This document provides a structure and standard for assigning street names and address numbers. These standards shall be used for all new street assignments and addresses. The purpose of this document is to create a uniform address and street data procedure for more consistent assignment and for improved emergency response within the Oshtemo Township limits. To work in concert with the County, the ‘Kalamazoo County Street Naming and Addressing Policy, Procedures and Guidelines’ were used to inform this document – attached for reference.

Street Names:

The Township has the authority to assign street names. However, when a new development is submitted, the developer/applicant has the option to suggest names for any of the proposed streets within the development. The following process shall be followed:

If the applicant wishes to propose street names:

1. As part of the application for step one of a site condo or subdivision, the applicant shall provide a copy of a letter of recommendation from the Kalamazoo County Planning & Development Department noting support of the proposed names. The County’s review of the street name includes a review by the RCKC and the Kalamazoo County Consolidated Dispatch Authority (KCCDA).
2. The Planning Department will present the proposed names to the Internal Development Review Committee, and then the Planning Commission.
3. If any changes in the street names are requested, the Planning Department will coordinate with the applicant. The applicant must provide an updated subdivision/site condominium along with a new letter of recommendation from the Kalamazoo County Planning & Development Department.
4. Street names shall be finalized prior to final approval of the proposed plat/site condominium (prior Step 1 approval).

If the applicant does not wish to propose street names:

1. Planning Department staff will propose a number of street names using the ‘Kalamazoo County Street Naming and Addressing Policy, Procedures and Guidelines’ and obtain a letter of recommendation from the Kalamazoo County Planning & Development Department. The proposed street names will be shared with the Internal Development Review Committee, and then shared with the Planning Commission.
2. Once names are approved, the applicant will update their proposed subdivision/site condominium accordingly (part of Step 1).
3. Street names shall be finalized prior to final approval of the proposed subdivision/site condominium (prior Step 1 approval).

If a request for a change in street name is received after a development is approved or built out, staff will consult with the legal department to determine the appropriate next steps.

Note: Kalamazoo County Planning & Development Department contact is plngis@kalcounty.com. Street name review by the Kalamazoo County Planning & Development Department takes approximately FOURTEEN (14) business days from the date the application is received.

Addresses:

The assignment of all street addresses shall be the responsibility of the Oshtemo Planning Department. All addressing functions are to be managed by the assigned Address Coordinator within the Planning Department with Prein&Newhof assisting. The following processes will be followed:

When a new subdivision/site condominium is approved (after Phase 2):

1. The Planning Department project lead will inform the Address Coordinator of the newly approved plat/site condominium. A copy of the final plan will be provided to the Address Coordinator who will then coordinate with Prein&Newhof.
2. Prein&Newhof will follow the 'Kalamazoo County Street Naming and Addressing Policy, Procedures and Guidelines' to assign addresses to all the proposed lots/parcels/units on a paper copy of the site layout. Corner lots will be assigned two addresses, one for each street, the final address for the corner lot will be based on the direction that the front of the house faces or the location of the driveway, whichever is determined more appropriate on a case by case basis.
3. Prein&Newhof will send a scanned copy of the plat/site condominium with the proposed addresses to the Kalamazoo County Planning & Development Department for review. The County's review includes a review by the RCKC and the KCCDA.
4. Once a Recommendation letter is received for the addresses from the Kalamazoo County Planning & Development Department, Prein&Newhof will:
 - a. Confirm the final addresses with the Kalamazoo County Planning & Development Department. *Note: The county adds an address point to the County GIS at this step which is incorporated into the 911 system. They are the "official" keeper of addressing data for GIS/911.*
 - b. Provides the final addresses to the Assessor. The Assessor provides new address details to SMBA's system. *Note: The addresses that appear in the Township's GIS come directly from the Assessor's BS&A database which is exported and imported into GIS. It is important that the addresses are entered into BS&A using the proper fields designated for address numbers, street name prefixes and street types. Assessing goes through this process once at the beginning of every year (January through March). As such, a development recorded in 2020 will show up in GIS updates submitted to the Township in March of 2021.*
 - c. Provide both a full and 11" by 17" hard copy and electronic copy of the subdivision/site condominium with the final addresses, the letter of recommendation from the County, and a bill for Prein&Newhof's services (see fee schedule on the next page) to the Address Coordinator.
5. The Address Coordinator will save a copy of the final addresses and recommendation letter from the County in the project's file and provide the Oshtemo front desk the full-size hard copy to place in the collection for public use and the 11x17 copy to SMBA.
6. The Address Coordinator forwards the bill from Prein&Newhof to the Planning Director to process.
7. The Address Coordinator notifies the Planning Department project lead who will then provide the approved addresses to the developer/applicant and informs the developer/applicant that the fee for this service will be deducted from their project's Planning Escrow account.

When a land division/land combination application is submitted requiring a new address or when a change in address/ infill/ new unit is created:

1. This process is initiated when an Address Request Form and appropriate fee (see fee scheduled on the next page) is submitted to the Planning Department.
2. The Address Coordinator will review the document to ensure it is complete and that a new address is warranted.
3. Once deemed appropriate to assign a new address, the Address Coordinator ensures the Address Request Form’s fee is properly placed and forwards the Address Request Form to Prein&Newhof to assign an address that fits into the county grid and surrounding addresses.
4. Once the new address is assigned Prein&Newhof will provide the Address Coordinator a document noting the newly assigned address and a bill for Prein&Newhof’s services; as well as notifying the Kalamazoo County Planning & Development Department.
5. The Address Coordinator will then:
 - a. Save a copy of the final address in the project file.
 - b. Provide documents and approved address to the applicant, Assessor, and SMBA. *Note: the addresses that appear in the Township’s GIS are exported and imported directly from the Assessor’s BS&A database.*
 - c. If an amendment to a plat or site condominium, an updated full-size paper copy of the development is provided to the front desk for public access and a 11” x 17” version to SMBA.

Note: Kalamazoo County Planning & Development Department contact is plngis@kalcounty.com. Address reviews by the Kalamazoo County Planning & Development Department takes approximately FOURTEEN (14) business days from the date the application is received.

Fee Schedule:

Address Request Form*	\$40.00 per address
New subdivision or site condominium**	\$15.00 per address

*The \$40 fee per address from the Address Request Form will be placed into Planning Fees account # 101-001-615. When invoice of \$35 per address is received from Prein&Newhof, payment is made out of Planning Engineering Fees account # 101-805-820.

**Fees for new subdivision or site condominiums are paid through the specific project escrow account.

Kalamazoo County

Street Naming and Addressing Policy, Procedures and Guidelines

Including the Kalamazoo County Street Directory



Kalamazoo County
Planning & Development Department
201 West Kalamazoo Avenue
Kalamazoo, Michigan 49007
(269) 384-8112
<http://www.kalcounty.com/planning>

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DRAFT

STREET NAMING AND ADDRESSING POLICY, PROCEDURES AND GUIDELINES

First edition on November 3, 1994,
amended on February 7, 2002 and amended on [DATE], 2020

In collaboration with Road Commission of Kalamazoo County (RCKC), Kalamazoo County Consolidated Dispatch Authority (KCCDA) and the Kalamazoo Metropolitan County Planning Commission (KMCP), please find the street naming and addressing policy, procedures, and guidelines.

A. POLICY

1. Preface

As Kalamazoo County develops, the construction of new streets requires new street names and standardized numeric addressing as well as the ability to adjust existing road names and addresses. New streets will likely require new addressing. While the naming of a street or assigning of an address may appear minor in the issues of growth in the County, in actuality, it is an important task in maintaining efficiency and simplicity in today's highly mobile society and public safety. In order to maintain a countywide standard for street names and addressing, the KMCP and partners have created the following policy, procedures, and guidelines.

2. Purpose

The purpose of this policy is to establish a coordinated and efficient system in the naming and addressing of all streets in Kalamazoo County. The primary objectives of the policy are as follows:

- a. Confirm clear and easy to pronounce street names.
- b. Conform to a general plan to avoid confusion or duplication of street names.
- c. Establish a simple to understand geographic orientation of street names through the consistent use of certain street name suffixes (i.e., “streets” run north and south, “avenues” run east and west, “courts” are cul-de-sacs, etc.)
- d. Establish proper addressing for consistency in numeric representation.
- e. Provide for essential emergency services, deliveries, etc.

3. Area of Responsibility

The Kalamazoo County Planning & Development Department, on behalf of the KMCP, has been functioning as a central clearinghouse for street name approval for all public and private

streets in the County since the late 1960s. The County provides the service in order to coordinate the issuance of new street names located in all local units of government. County Planning & Development Department will also assist in reviewing for proper addressing.

Approved street names are permanently reserved in the “Kalamazoo County Street Directory” which is maintained by the Kalamazoo County Planning & Development Department.

For roads under the jurisdiction of the RCKC per Public Act (PA) 283 of 1909 section 224.18 “...The board may change the name of the road if it determines that a name change is necessary in order to conform to a general plan or avoid confusion or duplication. The name given by the board to any road under its jurisdiction, either originally or in case of a change as provided for in this section, is the official name by which the road shall be known....”

Roads under the jurisdiction of cities, townships, or villages such as private roads, driveways etc. are subject of review and approval by the respective local government. Kalamazoo County Planning & Development Department, in coordination with RCKC and KCCDA, requests all cities, townships, and villages to use the process outlined herein prior to assigning new or changing existing street/road names and/or addresses.

B. GUIDELINES

These guidelines have been provided for the purpose of assisting in the selection of street names. These guidelines are not requirements for street name approval, however following these guidelines is highly recommended to ensure appropriate databases are updated on a regular basis that assist in providing essential services to the residents and visitors of Kalamazoo County. The guidelines can also be helpful when naming subdivisions or similar developments.

1. **Previous Use.** A street name may refer to the history or previous use of a site or particular area (i.e., farm, school, institution, etc.)
2. **Michigan Living.** The use of names native to Michigan creates an identity for a street or subdivision that characterizes Michigan living. The names also mature better with time than trendy or hard to pronounce names. These names may include names of Michigan wildflowers, historical figures, lighthouses, rivers, counties, etc.
3. **Themes.** The use of a theme is very effective in establishing identity for a subdivision. Airports and famous composers are themes used in two existing subdivisions in Kalamazoo County. The use of an atlas, encyclopedia or directory provides a wide array of potential street names.
4. **Avoid Overused Names.** Common nature names, such as “Meadowbrook” or “Oakridge”, are overused and should be avoided. Look for a name that relates to a special natural feature of the site such as a stand of trees, open prairie, or a marsh or stream. Unique nature names which stick to a theme work well. For example, a development containing open grassland may be named after various prairie grasses or after the native birds, which live in the grassland.

C. STREET NAME REVIEW CRITERIA

1. Street Orientation

The following is a list of accepted street suffixes required for the orientation of a street:

Orientation	Street Suffix
North–South	Street
East–West	Avenue
Cul-de-Sac	Circle, Court, Place, Way
Meander and other	Boulevard, Crescent, Drive, Lane, Parkway, Pass, Path, Road, Terrace, Trace, Trail, etc.
Service	Alley

2. Spelling and Pronunciation

- A proposed street name cannot match an existing street of the same name, regardless of spelling or slight variation.
- Sound-a-like or similar names are prohibited.
- Complex or hard to pronounce names are to be avoided.

3. Overuse of Street Names

No two same or similar road names will be approved throughout Kalamazoo County. Proposed street names with the same first word or the same second word as an existing street (i.e., Woodbury, Woodcrest, Woodgrove, Woodhams, Woodhaven or Stonebrook, Mastenbrook, Meadowbrook, Sunnybrook, Springbrook) are prohibited if there are more than five (5) names with the same first word or same second word. If there are less than five (5) names with the same first word or same second word, the proposed street name will only be permitted when the streets are in different local units of government in Kalamazoo County.

4. Name Length

Street name length is limited by the physical constraints of the street name signs. In order to meet letter size requirements specified in the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) a maximum of seventeen (17) characters can fit on a street name sign. This includes prefix, suffix, and spaces.

Generally, the length of street names is to be restricted to eleven (11) letters. This leaves six (6) characters available for prefix, suffix, and spaces.

5. Numbers

No new street name shall use any number (either lettered or numerically) as a prefix name, core name or suffix name, unless it is an extension of an existing road (i.e. 9th Street).

6. Directional Words

No new street name shall use any directional word (north, south, east, west) as a prefix name, core name or suffix name. Directional words may only be used if necessary, to distinguish bearing in accordance with the County street naming convention.

7. Stub Streets

Any street that is not fully extended and therefore a “stub” street, must have a designated street name.

D. STREET NAMING PROCEDURES

1. Applicants for New Streets

The following entities/persons may qualify as applicants for street name approval:

- a. Any public agency.
- b. A developer (or a designated representative) constructing a public or private street in Kalamazoo County per local regulations.
- c. A property owner who is constructing a private street per local regulations.

2. Applicants for Existing Streets

A public agency may qualify as an applicant for proposed name changes to existing streets. All street names should seek recommendation by the Kalamazoo County Planning & Development Department in advance of considering a change. Any proposed name changes must follow local governmental and/or public agency procedures and require their subsequent approval. Any changes requested by the public agency should be provided to the Kalamazoo County Planning & Development Department, in writing, including the previous and new street name(s).

3. Application Process

A detailed e-mail requesting the new street or change to the existing street name(s) should be sent to plngis@kalcounty.com. The email shall include a description of the request and a map/shapefile or a copy of a plat/site condominium/land division.

It is highly recommended that at least two names for each street be submitted in the event of duplication and in an effort to expedite the approval process. The map/shapefile or copy of the plat must indicate the location of the street, including municipality, township section, plat

name (if applicable), location to nearest major cross streets and any other information which will provide an accurate location of the street.

Once received, the Kalamazoo County Planning & Development Department will circulate the request to RCKC and KCCDA for evaluation and input. After feedback is received from RCKC and KCCDA, Kalamazoo County Planning & Development will prepare a letter of recommendation to the respective entity either accepting or rejecting the requested new or changed street name taking into consideration input from applicable public agencies. The process, under normative circumstances, takes approximately FOURTEEN (14) business days from the date the application is received.

4. Letter of Recommendation

A letter of recommendation from the Kalamazoo County Planning & Development Department will be emailed to the applicant or requesting public agency. Copies of the street name recommendation letter will be emailed to the Clerk of the respective local unit of government (unless another designee is specified by the local unit), KCCDA, the RCKC, the County GIS Coordinator and the U.S. Post Office. Once a letter of recommendation is received, final approval will be required by the municipality with jurisdiction of the street.

E. ADDRESS NUMBERING SYSTEMS/CRITERIA

1. Address Numbering System

The countywide address numbering system was adopted by the County Board of Supervisors on January 16, 1948. The address numbering system, which is structured as follows, shall generally be used except when other existing municipal systems are more appropriate.

The numbering of houses in the various townships on a countywide basis (excluding Kalamazoo Township and the various cities), are set up on a system using 1,000 numbers to the mile. The exceptions are the townships bordering on or in a line with Kalamazoo Township, which are numbered to correspond with Kalamazoo Township as follows:

Cooper and Schoolcraft Townships and the City of Portage have 1,600 numbers east and west, and 1,000 numbers north and south to the mile; Oshtemo, Comstock and Charleston Townships have 1,600 numbers north and south, and 1,000 numbers east and west to the mile.

Explanation: Houses are numbered north and south starting from a zero point approximately on a center line running through the center of the Townships of Oshtemo, Cooper and Charleston (the “baseline”). Houses are numbered east and west from zero point approximately on a center line running through the center of Cooper and Schoolcraft Townships and the City of Portage (the “meridian”), using a nominal 1,600 numbers to the mile for the first three miles, but not to exceed 5,000 in any three miles.

The numbering shall be uniform, with no duplication of numbers in municipal and township areas, and the system shall be applied to eliminate confusion.

2. Even and Odd Address Numbers on a North-South Road

Even and odd address numbers for north-south roads are defined as follows:

- a. North of the baseline, even numbers shall be on the easterly side of roads, odd numbers shall be on the westerly sides of roads.
- b. South of the baseline, even numbers shall be on the westerly side of the roads; odd numbers shall be on the easterly side of the roads.
- c. Roads which are not aligned due north-south or meander shall be numbered as a north-south roads if the major portion of the road within Kalamazoo County runs north-south.
- d. Once a north-south road has address numbers assigned to buildings, then that road shall always be considered to be a north-south road.

3. Even and Odd Address Numbers on an East-West Road

Even and odd address numbers for east-west roads are defined as follows.

- a. East of the meridian, even numbers shall be on the southerly sides of roads, odd numbers shall be on the northerly sides of roads.
- b. West of the meridian, even number shall be on the northerly sides of the roads, odd numbers shall be on southerly sides of the roads.
- c. Roads which are not traveling due east-west or meander shall be numbered as an east-west road if the major portion of the road with Kalamazoo County runs east-west.
- d. Once an east-west road has address numbers assigned to buildings then that road shall always be considered to be an east-west road.

F. ADDRESSING PROCEDURES

1. Area of Responsibility

Administration of the addressing numbering system and issuing new addresses is the responsibility of each city, township, and village.

2. Process for Issuing a New Address

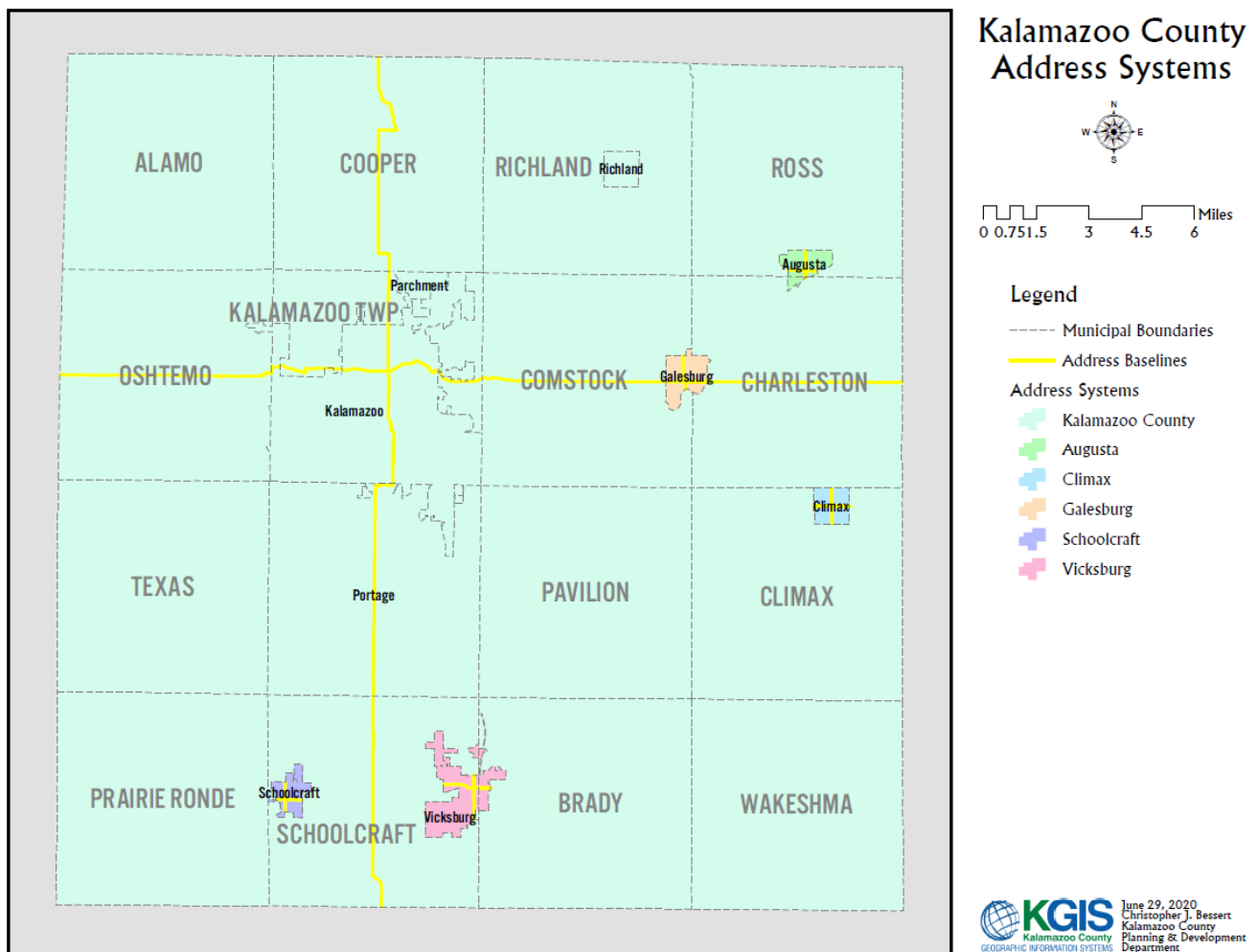
A detailed email regarding new addresses being issued should be sent by the responsible unit to plngis@kalcountry.com. The email shall include a description of the request, i.e. proposed address number(s), street name, ZIP code and a map/shapefile or a copy of a plat/site condominium/land division. The map/shapefile or copy of the plat must indicate the location of the street, including municipality, township section, plat name (if applicable), location to nearest major cross streets and any other information which will provide an accurate location of the street being addressed.

Once received, the Kalamazoo County Planning & Development Department will circulate the address request to KCCDA for evaluation and input. After feedback is received from KCCDA, Kalamazoo County Planning & Development Department will prepare a letter of recommendation to the respective entity either accepting or rejecting the proposed addresses taking into consideration the input from applicable public agencies. The process, under normative circumstances, takes approximately FOURTEEN (14) business days.

3. Letter of Recommendation

A letter of recommendation from the Kalamazoo County Planning & Development Department will be emailed to the requesting municipality. Copies of the address recommendation letter will be emailed to the Clerk of the respective local unit of government (unless another designee is specified by the local unit), KCCDA, the County GIS Coordinator and the U.S Post Office. Once a letter is received, final approval will be required by the municipality responsible for issuing the addresses.

The following Kalamazoo County Address Systems map is provided to assist with the addressing systems:



KALAMAZOO COUNTY STREET NAMING DIRECTORY & USER GUIDE

The format of this directory is easy to understand. Starting at the left hand and moving across the top of each directory page, each field is described below:

- **DIR** – indicates the direction in which the street runs (i.e., “N” = North).
- **STREET NAME & SUFFIX** – provide the street name and the street suffix (i.e., “DRAKE” = name, “RD” = Suffix)
- **LO, HI** – these are the address range fields showing the range of house address numbers for that portion of the street, indicating the low (“LO”) and high (“HI”) address values for that street
- **OE*** - indicates if the address range contains all house numbers, only even numbers or only odd numbers. “E” indicates even numbers only, “O” indicates odd numbers only, and the asterisk (“*”) indicates all numbers, even and odd.
- **MUNICIPALITY & C/T/V** – indicate which local unit of government the street is located within. For example, a street in Kalamazoo Twp. will be “KALAMAZOO” and “TWP”, while a street within the City of Kalamazoo will read “KALAMAZOO” and “CITY,” respectively.
- **ZIP** – shows the ZIP Code covering that portion of the street.
- **TRACT** – indicates the 2000 Census Tract covering that portion of the street.
- **LOCATION** – provides a description of the street, often to the nearest major roads.

ERRORS AND OMISSIONS

The Kalamazoo County Planning & Development Department is providing this directory for informational purposes only and is not responsible for any errors or omissions. If you are using this directory and find an error or omission, please contact the Kalamazoo County Planning & Development Department at (269) 384-8112 or plngis@kalcounty.com, so that we may make the appropriate corrections.

Through the assistance of the local units of government in Kalamazoo County and you, the user, we make every effort to ensure the street directory is up to date and accurate. Thank you for your cooperation.

INSERT STREET NAMING DIRECTORY HERE



7275 W. Main Street, Kalamazoo, Michigan 49009-9334
Phone: 269-216-5223 Fax: 269-375-7180

Address Request Form

THIS APPLICATION MUST BE COMPLETED AND ALL SUPPLEMENTAL MATERIALS INCLUDED FOR PROCESSING.

Applicant

Name: _____

Mailing address: _____

Phone number: _____

Email: _____

Owner if different then Applicant

Name: _____

Mailing address: _____

Phone number: _____

Email: _____

Property

Parcel ID # of Parcel to receive new property address

Parcel ID # of Parcel to receive new property address

Parcel ID # of Parcel to receive new property address

(Attach sheets for additional parcels)

Required Supplemental Materials

- A survey or map drawn to scale of the parcel requesting a new address, that includes:
 - Dimensions and acreage of the parcels that are requesting property addresses.
 - Scaled location of improvements and driveways that are in need of new property addresses. *Please note that this information is needed in order to accurately update addressing data for GIS/911.*
- Processing fee of \$40.00 per requested address

Signature of Property Owner Requesting Property Address

Date



March 2, 2021

Mtg Date: March 9, 2021
To: Oshtemo Charter Township Board
From: Iris Lubbert, AICP, Planning Director
Subject: Discussion - Section 57.90 Zoning Ordinance Regarding Nonmotorized

Oshtemo Township continues to grow and simultaneously, the Township is hearing community requests for a quality of life that is connected by sidewalks and paths. 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 Ordinance language that continues to implement this action strategy is Section 57.90, language provided below.

“For those uses requiring Site Plan review under this ordinance, an internal sidewalk network (including connection to and establishment of a sidewalk in the right-of-way of any arterial, collector, or local road indicated on the Non-motorized Facilities Map abutting the site) shall be required within public street rights-of-way and/or private street easements unless the reviewing body grants a deviation from this provision. Deviation may be considered if the street is a cul-de-sac, or if there are constraints as the result of severe topography or natural features.” (57.90 Sidewalks)

In essence, Section 57.90 does three things: 1) when a site plan is submitted to the Township, any and only the nonmotorized facilities shown on the adopted Nonmotorized Facilities Map, attached, needs to be installed as part of the site plan review and approval process, 2) An internal sidewalk network is required within the site itself (including providing a connection from the proposed development to the adjacent non-motorized path – if there is one), and 3) the reviewing body can grant a deviation if warranted.

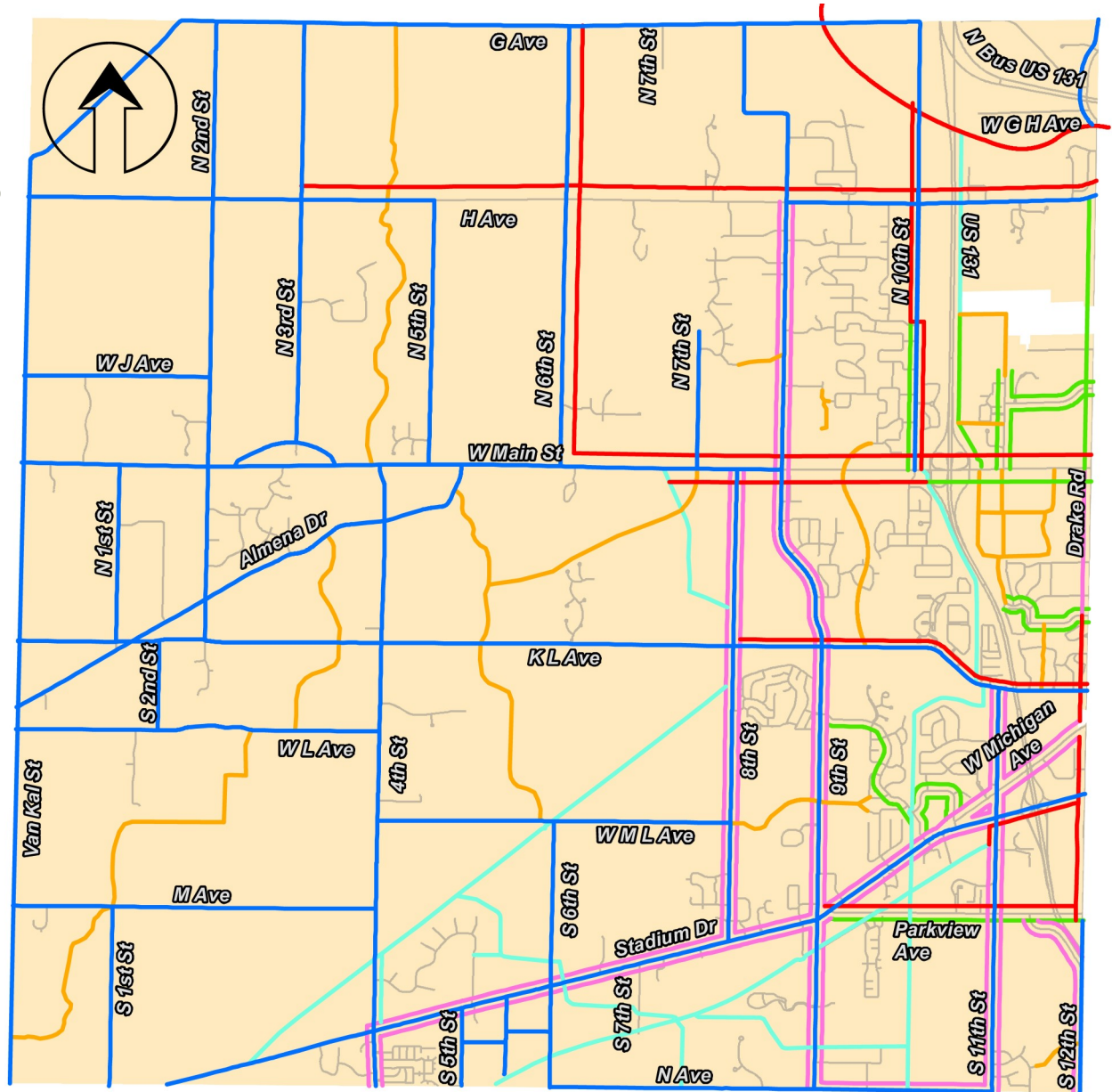
What exactly that deviation can be was not specified in the code. As such, the Township’s reviewing bodies have over the years waived the requirement to install sidewalk with a number of different approaches. Most recently by requiring the applicant to sign a sidewalk SAD agreement. It has also become common practice that if the property in question cannot directly connect to an existing nonmotorized facility a deviation is granted so to avoid “sidewalks to nowhere”.

The Township Board is asked to discuss Section 57.90, the current sidewalk SAD policy, and whether change is needed to best implement the Township’s vision for a connected nonmotorized network.

Attachments: Nonmotorized Facilities Map

The Nonmotorized Transportation Network Map is intended to convey the full long-range plan of existing and envisioned facilities that will connect the entire Township. The goal of this map is to create a network of links to adjacent jurisdictions, provide access to destinations within and around the Township, and ensure a system of “loop connections” throughout the community.

Nonmotorized Network Map



0 1 2 Miles

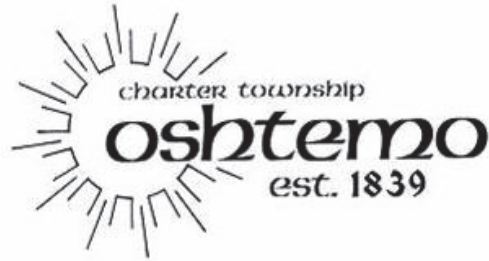
- Road Network
- Facility Type**
- Conceptual Nonmotorized Link
- Connector Trail
- Paved Shoulder/Bike Lane
- Sidewalk
- Six Foot Shared Use Path
- Ten Foot Shared Use Path



Oshtemo Township 2021 3-9 Budget Amendment Request Summary

General			
IT Laserfiche Upgrade	101-201-72800		\$ 16,900.00
IT Phishing Training (3 years)	101-201-72800		\$ 3,500.00
Public Works Non-Motorized Reductions	101-506-97600		\$ (125,500.00)
Public Works Non-Motorized	101-506-97600		\$ 116,143.00
Parks			
Fire			
Police			
Street Lighting			
SoDA			
Building			
Sewer			
Sanitary Sewer	490-000-82000		\$ 54,000.00
Developer Refund	490-000-96300		\$ 38,700.00
Water			
Deferred Water Main project reduction	491-000-96400		\$ (154,000.00)
Village Square hydrant	491-000-96400		\$ 47,703.00
DDA			
Total New Expenditure Overall			\$ (2,554.00)

Memorandum



Date: 3/4/2020

To: Township Board

From: Dusty Farmer, Clerk

Subject: Records Repository Upgrade

OBJECTIVE:

To request a budget amendment in the amount of \$16,900 to upgrade the current records repository software.

BACKGROUND:

The Township currently uses Laserfiche software to organize and store archived records as required by the State of Michigan. In 2017-2018, the Records Retention Committee evaluated various records repository options and eventually recommended the continued use of Laserfiche. We quickly learned that our current platform was too old to accomplish some of the committee goals, which included web access to records, connector capabilities to other software on the Township system, and integration with GIS. The Board budgeted money for the software upgrade in 2020, but the project was not completed due to the COVID work-from-home transition and the absence of an IT Coordinator for most of the year. The upgrade had to be recalculated and is now ready for Board consideration. The contract proposal is under review in the Legal Department.

The total cost of the upgrade is \$21,462.50. There is approximately \$4600 left in the line item that has been budgeted for Laserfiche. To move forward with this upgrade, the Board will need to consider a budget amendment to general ledger computer support line item 101-201-80500 for the amount of \$16,900. We have already paid for our current Laserfiche license this year, and will receive a portion of that back as a credit. The annual cost for this upgraded system is approximately \$6850, which is about \$3500 more than our current annual fee.

REQUEST:

The Board approve an amendment of \$16,900 to move forward with the repository upgrade.

BUDGET AMENDMENT REQUEST

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

Date: 03/05/2021

Department Head Name: Farmer

Fund Name:

			Amount
Additional Funds Request for:	IT Computer support	101-201-80500	\$ 16,900.00
(description and GL number)			
			\$ 16,900.00
Funds requested from:	Carryover	101-001-40100	\$ 16,900.00
(description and GL number)			
			\$ 16,900.00

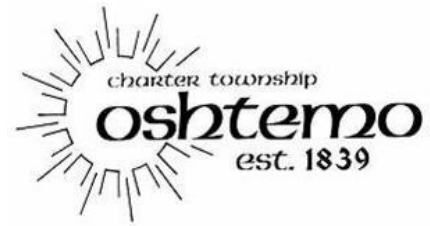
Explanation of request:

Laserfiche Upgrade. See memo.

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

Board Authorization:
(pending or date authorized)

Memorandum



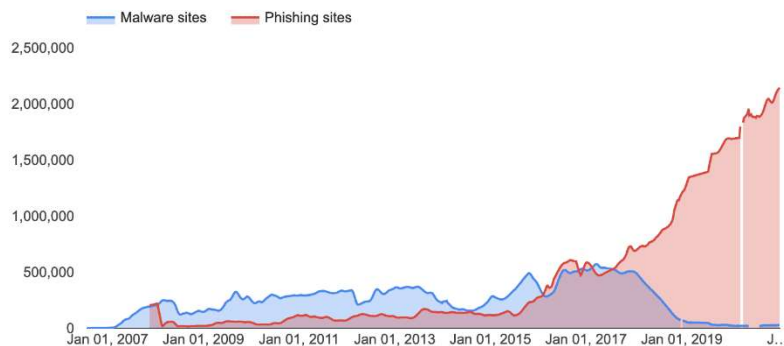
Date: 9 March 2021
To: Township Board
From: Ric Kienbaum, IT Coordinator
Subject: IT Phishing Budget Amendment

OBJECTIVE

Consideration of approving a budget amendment of \$3,500 for KnowBe4 Security/Phishing Awareness Training.

BACKGROUND

Over the past year, Oshtemo Township has experienced an increase in phishing attempts. Phishing is an attempt to use fraudulent emails disguised legitimate in order to induce the recipient into revealing personal information, such as passwords. The increase in phishing attempts is not unique to the Township, according to Verizon's 2020 Data Breach Investigations Report (DBIR), 75% of organizations around the world experienced a phishing attack in 2020. Another 35% experienced spear phishing, and 65% faced business email compromise attacks. There is a difference between an attempt and a successful attack. 74% of organizations in the United States experienced a successful phishing attack. This is 30% higher than the global average, and 14% higher than last year. According to Sonic Wall's 2020 Cyber Threat report, in 2019, PDFs and Microsoft Office files were the delivery vehicles of choice for today's cybercriminals. This is because these files are universally trusted in the modern workplace. 96% of phishing attacks arrive by email. This is big business and incredible sophisticated. They know our names, who emails us frequently, and the subjects that we are most apt to open without thinking. They also have likely calculated how much we can pay to get our information back. The growth of Phishing sites has far surpassed the malware sites and is now one of our largest threats an organization faces.



The best defense from Phishing attacks is education. It only takes one wrong click to put or data at risk. Attacks can come in a few forms from Domain Spoofing, Spear Phishing, CEO Fraud, or Whaling. At Oshtemo Township we have seen these used and need to step up our vigilance. The need to partner with a company that does phishing defense daily and that sees new attacks as they start is important to the Township's security.

After researching several options, the best company was found to be KnowBe4. They provide a three-year interactive training that includes KnowBe4 simulated phishing attacks, testing that determines our staff and networks weaknesses and strengths, and access to a large resource of training and security materials. The training is all self-contained in our Active Directory environment and is built to develop staff's confidence and understanding. The combination of training our staff and keeping our network updated is the best way to keep our data safe. The total cost for the three year service is \$3,434.30 which will be paid in full this year.

Security Awareness Training and Simulated Phishing Platform

Helps you manage the ongoing problem of **social engineering**

KnowBe4 Security Awareness Training

Old-school security awareness training doesn't hack it anymore. Today, your employees are frequently exposed to sophisticated phishing and ransomware attacks.



Baseline Testing

We provide baseline testing to assess the Phish-Prone™ percentage of your users through a free simulated phishing attack.



Train Your Users

The world's largest library of security awareness training content; including interactive modules, videos, games, posters and newsletters. Automated training campaigns with scheduled reminder emails.



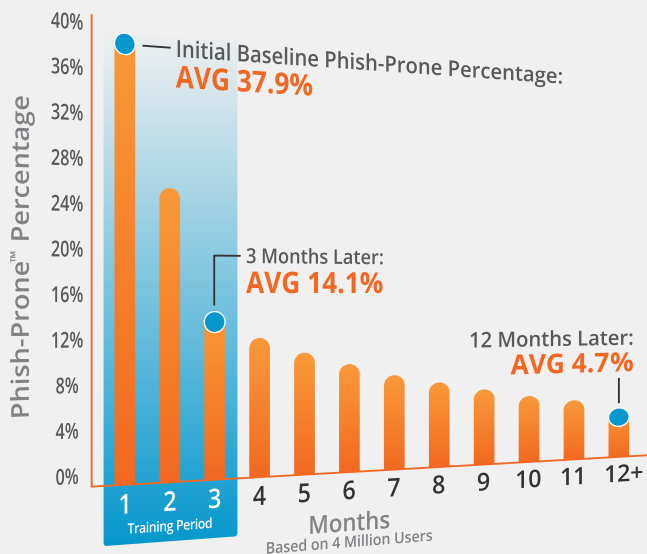
Phish Your Users

Best-in-class, fully automated simulated phishing attacks, thousands of templates with unlimited usage, and community phishing templates.



See the Results

Enterprise-strength reporting, showing stats and graphs for both training and phishing, ready for management. Show the great ROI!



The System Really Works

With KnowBe4's massive database, we analyzed nearly 4 million users over the course of at least 12 months, and our 2020 research continues to uncover alarming results. The overall industry initial Phish-Prone percentage benchmark turned out to be a troubling 37.9%.

Fortunately, the data showed that this 37.9% can be brought down more than half to just 14.1% within 90 days after deploying new-school security awareness training. The results after one year show that by following these best practices, the final Phish-Prone percentage can be minimized to 4.7% on average.

See how your company's Phish-Prone percentage compares to your peers! The **Industry Benchmarking feature** is included with your subscription.

Find Out How **Effective** Our Security Awareness Training Is

KnowBe4 is the world's largest integrated platform for awareness training combined with simulated phishing attacks. Join our tens of thousands of customers who have mobilized their end users as a last line of defense.

KnowBe4 Security Awareness Training Features



Unlimited Use

We offer three Training Access Levels, giving you access to our content library of 1,000+ items based on your subscription level. Unlimited access to all phishing features with flexible licensing. No artificial license ceilings and 10% overage allowance. Powerful new features added regularly.



Engaging, Interactive Browser-based Training

The interactive training gives your users a fresh new learner experience that makes learning fun and engaging. Your users can **choose the language they're most comfortable with** for the entire training interface, helping deliver a more immersive training experience. With the **configurable gamification feature**, users can compete against their peers on leaderboards and earn badges while learning how to keep your organization safe from cyber attacks.



Brandable Content

This self-service feature gives you the option to add branded custom content to the beginning and end of select KnowBe4 training modules. You can add your organization's branding elements including your logo, custom graphics, and corporate colors to tailor any messaging you want to deliver to your users.



Upload Your Own Content

Want to supplement your KnowBe4 security awareness training content with your organization's custom training or other corporate training content? Upload your own SCORM-compliant training and video content and manage it alongside your KnowBe4 ModStore training all in one place—at no extra cost!



Assessments

Find out where your users are in both security knowledge and security culture to help establish baseline security metrics. Use the **skills-based assessment** and the **security culture survey** to measure and monitor your users' security knowledge and sentiment to a security-aware culture over time.



Custom Phishing Templates and Landing Pages

Apart from the thousands of easy-to-use system templates, you can customize scenarios based on personal information and include simulated attachments to create your own targeted spear phishing campaigns. Each Phishing Email Template can have its own Custom Landing Page, which allows for point-of-failure education.



Phish Alert Button

KnowBe4's Phish Alert add-in button gives your users a safe way to forward email threats to the security team for analysis, and deletes the email from the user's inbox to prevent future exposure. All with just one click!



Social Engineering Indicators

Patented technology turns every simulated phishing email into a tool IT can use to dynamically train employees by instantly showing them the hidden red flags they missed within that email.



User Management

KnowBe4's **Active Directory Integration** allows you to easily upload user data and saves you time by eliminating the need to manually manage user changes. You can also leverage the **Smart Groups** feature to tailor and automate your phishing campaigns, training assignments and remedial learning based on your employees' behavior and user attributes.



Security Roles

Allows you to define unlimited combinations of level access and administrative ability that you'd like specific user groups to have. With **delegated permissions** you have the ability to limit roles to only display specific data or allow for the phishing, training, and user management of specific groups.



Advanced Reporting Feature

60+ built-in reports provide holistic views and detailed reporting on your key awareness training indicators over time. Leverage Reporting APIs to pull data from your KnowBe4 console and for multiple accounts. Roll-up Reporting makes it easy to view results in aggregate.



Virtual Risk Officer™

The innovative Virtual Risk Officer (VRO) functionality helps you identify risk at the user, group and organizational level and enables you to make data-driven decisions when it comes to your security awareness plan.



PhishER™

As you phish and train your users they will start reporting potentially dangerous emails to your incident response team. The increase of this email traffic... can present a new problem! PhishER, is an optional add-on for managing the high volume of messages reported by your users and helps you identify and respond to email threats faster.

Did you know that 91% of successful data breaches started with a spear phishing attack?

Get your free phishing security test and find out what percentage of your employees are Phish-prone

www.KnowBe4.com/PST

BUDGET AMENDMENT REQUEST

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

Date: _____

Department Head Name: _____

Fund Name: _____


Amount

Additional Funds Request for: _____
(description and GL number) _____

Funds requested from: _____
(description and GL number) _____

Explanation of request:

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

 3/5/2021

Board Authorization:
(pending or date authorized)

BUDGET AMENDMENT REQUEST

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

Date: 02/23/2021

Department Head Name: M Elliott (Public Works)

Fund Name: 101 General

		Amount	
Additional Funds Request for: (description and GL number)	<u>101-506-97600.NMDRTA</u>	<u>(A) Drake Rd NM-TAP 02 (north)</u>	\$ 33,367.00
	<u>101-506-97600.NMDRSA</u>	<u>(B) Drake Rd NM-Safety Grant</u>	\$ 21,218.00
	<u>101-506-97600.NMSTDM</u>	<u>(C) Stadium Rd NM-TAP (KATS)</u>	\$ 41,706.00
			\$ 96,291.00
Funds requested from: (description and GL number)	<u>101-000-40100</u>	<u>Carryover</u>	\$ 96,291.00
	<u> </u>	<u> </u>	
	<u> </u>	<u> </u>	
	<u> </u>	<u> </u>	
	<u> </u>	<u> </u>	
			\$ 96,291.00

Explanation of request:

The Board is being asked to carryover previously approved but unexpended construction project amounts from the 2020 budget to 2021. Select work, and administrative tasks remain for project closure and MDOT Transportation Alternatives grant reconciliation. Amounts are equal or less than the Board's previously approved expenditures (i.e. these are budgeted dollars which were not expended in 2020). No new money requested.

Supervisor/Clerk/Treasurer Review: 3/4/2021
 (pending or date reviewed)

Board Authorization:
 (pending or date authorized)

BUDGET AMENDMENT REQUEST

(Requesting to reduction in an expenditure line)

Date: 02/23/2021

Department Head Name: M Elliott (Public Works)

Fund Name:

			Amount	
Reduction Request for: (description and GL number)	<u>101-506-97600.SANCOB</u>	<u>(X1) Whitegate Farms SW Extensions</u>	<input type="text" value="\$ 15,000.00"/>	
	<u>101-506-97600.SANCOB</u>	<u>(X2) Fairlane Ave Sidewalk Connector</u>	<input type="text" value="\$ 15,000.00"/>	
	<u>101-506-97600.NNP211</u>	<u>(X3) Whitegate LN SW Connector</u>	<input type="text" value="\$ 95,500.00"/>	<input type="text" value="\$ 125,500.00"/>
Revenue reduction for: (If applicable)	<u>101-001-40100</u>	<u>Carryover (return to)</u>	<input type="text" value="\$ 125,500.00"/>	
(description and GL number)	<u></u>	<u></u>	<input type="text"/>	
	<u></u>	<u></u>	<input type="text"/>	
	<u></u>	<u></u>	<input type="text"/>	
	<u></u>	<u></u>	<input type="text"/>	<input type="text" value="\$ 125,500.00"/>

Explanation of request:

The approved 2021 budget contained the planned construction of three sidewalk segments which were closely related to the anticipated sewer work. With the sewer work delayed, staff and the Capital Improvements Committee is recommending that these sidewalk projects be suspended/delayed, and removed from the 2021 budget. Budgeted dollars will returned to General Fund Carryover.

Supervisor Review:
(pending or date reviewed)

Board Authorization:
(pending or date authorized)

BUDGET AMENDMENT REQUEST

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

Date: 02/19/2021

Department Head Name: M Elliott (Public Works)

Fund Name:

		Amount	
Additional Funds Request for: (description and GL number)	<u>490-000-82000.N8THSA</u>	<u>8TH ST SANITARY SEWER, W MAIN TO KL</u>	<input type="text" value="\$ 54,000.00"/>
	<u>Preliminary design - carryover (18,000)</u>	<u></u>	<input type="text"/>
	<u>Final design, permitting, bidding (36,000)</u>	<u></u>	<input type="text" value="\$ 54,000.00"/>
Funds requested from: (description and GL number)	<u>490-000-40100</u>	<u>Carryover</u>	<input type="text" value="\$ 54,000.00"/>
	<u></u>	<u></u>	<input type="text"/>
	<u></u>	<u></u>	<input type="text"/>
	<u></u>	<u></u>	<input type="text"/>
	<u></u>	<u></u>	<input type="text" value="\$ 54,000.00"/>

Explanation of request:

This is request is to amend the sewer budget to continue sanitary sewer design engineering work previously approved, budgeted, and contracted by the Board for 8th St, between KL Avenue and M-43. The 8th St project is separate from other USDA funded projects. The engineering work was begun but not completed in 2020. This is for design work and not construction. Per protocol, the project will return to the Board at an unknown future date for consideration of construction. No new money requested.

Supervisor/Clerk/Treasurer Review:

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

BUDGET AMENDMENT REQUEST

(Requesting to reduction in an expenditure line)

Date: 03/04/2021

Department Head Name: M Elliott (Public Works)

Fund Name:

		Amount	
Reduction Request for:	<u>491-000-96400.WM7TO8</u>	<u>Construction-Wtr M43, 7th to 8th</u>	<input type="text" value="\$ 154,000.00"/>
(description and GL number)	<hr/>	<hr/>	<input type="text"/>
	<hr/>	<hr/>	<input type="text" value="\$ 154,000.00"/>
Revenue reduction for:	<u>491-000-40100</u>	<u>Carryover (return to)</u>	<input type="text" value="\$ 154,000.00"/>
(If applicable)	<hr/>	<hr/>	<input type="text"/>
(description and GL number)	<hr/>	<hr/>	<input type="text"/>
	<hr/>	<hr/>	<input type="text" value="\$ 154,000.00"/>

Explanation of request:

The approved 2021 budget contained the planned construction of a new public water main, north side of M43, between 7th and 8th St. The water main trench excavation will parallel the proposed Phase 2 sewer extension in the same location. The sewer project is delayed. The water main project is therefore also deferred at this time. Budgeted dollars will returned to Water Fund Carryover. This is a reduction in budgeted dollars.

Supervisor Review:

Board Authorization:

Clear Form

BUDGET AMENDMENT REQUEST

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

Date: 03/05/2021

Department Head Name: M Elliott (Public Works)

Fund Name: 491 Water

		Amount	
Additional Funds Request for: (description and GL number)	<u>491-000-96400</u>	<u>9th St Fire Hydrant at Village Square</u>	\$ 47,703.70
			\$ 47,703.70
Funds requested from: (description and GL number)	<u>491-000-40100</u>	<u>Carryover</u>	\$ 47,703.70
			\$ 47,703.70

Explanation of request:

On 8/11/20 the Board approved a \$50,000 budget amendment to extend water and install a new hydrant to better serve the Village Square commercial area. Only a portion of the budget was expended in FY20 (e.g. design work). Progress was inhibited due to delays in determining the water main route and hydrant location which requires approval from multiple commercial landowners owners within Village Square. This Amendment is to carryover the unexpended dollars FY20 to FY21 to complete the project.

Supervisor/Clerk/Treasurer Review:
 3/5/2021

 (pending or date reviewed)

Board Authorization:
 (pending or date authorized)

BUDGET AMENDMENT REQUEST

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

Date: 03/04/2021

Department Head Name: M Elliott (Public Works)

Fund Name: 490 Sewer

		Amount	
Additional Funds Request for: <u>490-000-96300</u> (description and GL number) _____ _____ _____	Refunds to Developer _____ _____ _____	\$ 38,700.00 	\$ 38,700.00
Funds requested from: <u>490-000-40100</u> (description and GL number) _____ _____ _____ _____	Carryover _____ _____ _____ _____	\$ 38,700.00 	\$ 38,700.00

Explanation of request:

As a component of the Sky King Meadows 3 development, the Board contracted with the developer to reimburse a portion of sewer connection fees. These are the fees collected by the Township as the individual lots/units were developed and connected. The developer's obligation (among others) was to install an emergency generator at the existing public sanitary sewer pump station. When the pump station improvement was delayed, Oshtemo suspended further reimbursements. The new generator is now completed. This is a new expense for 2021. (Reimbursement payments were not budgeted during 2020.) New money.

Supervisor/Clerk/Treasurer Review: 3/4/21
 (pending or date reviewed)

Board Authorization:
 (pending or date authorized)

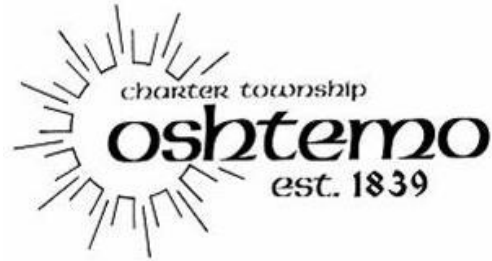
Memorandum

Date: 3/5/2021

To: Township Board

From: Dusty Farmer, Clerk

Subject: FOIA Coordinator



OBJECTIVE:

To appoint a FOIA Coordinator for the Township.

BACKGROUND:

The State of Michigan requires that the Township Board appoint a Freedom of Information Act Coordinator to oversee records requests from the public. There is no statute that specifies which elected office is responsible for FOIA requests, but the Clerk has been the acting FOIA Coordinator for several years and needs a simple motion from the Board as a formality.

I am willing to continue as FOIA Coordinator as a position that is outside of my statutory duties.

REQUEST:

Appoint Dusty Farmer as the Oshtemo Township FOIA Coordinator.