

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

December 5, 2023

Refer to page 3 for Virtual Meeting Information

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

1. Call to Order
2. Remote Location Identification (for remote attendance when permitted by statute)

WORK SESSION ITEMS

3. Comprehensive Master Plan Kickoff Presentation by Suzanne Schultz (Progressive AE)
4. Other Updates & Business
 - a. Township Building Department

BREAK (Time Permitting) – 7:05 P.M.

REGULAR SESSION ITEMS – 7:15 P.M.

5. Pledge of Allegiance
6. Township Mission/Vision/Core Values
7. Public Comment on Non-Regular Session Items
8. Consent Agenda
 - a. Board & Committee Appointments and Vacancies
 - b. Open Enrollment Summary
 - c. Park Ranger Job Description Revisions
 - d. Township Board 2024 Meeting Dates
9. Western Woods Sidewalk Project Update
10. Consideration of 2024 Compensation Adjustments
11. Consideration 2023 Employee Holiday Appreciation Apparel Program
12. Consideration of Police Protection Contract Extension Agreement for 2024
13. Request to Enter into Closed Session for Purchase of Real Estate
14. Public Comment
15. Board Member Comments and Committee Updates
16. Adjournment

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

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

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

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

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

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

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

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

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

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

Township Department Information			
<u>Assessor:</u>			
Kristine Biddle	216-5225	assessor@oshtemo.org	
<u>Fire Chief:</u>			
Greg McComb	375-0487	gmccomb@oshtemo.org	
<u>Ordinance Enforcement:</u>			
Rick Suwarsky	216-5227	rsuwarsky@oshtemo.org	
<u>Parks Director:</u>			
Vanessa Street	216-5233	vstreet@oshtemo.org	
Rental Info	216-5224	oshtemo@oshtemo.org	
<u>Planning Director:</u>			
Iris Lubbert	216-5223	ilubbert@oshtemo.org	
<u>Public Works Director:</u>			
Anna Horner	216-5228	ahorner@oshtemo.org	

Zoom Instructions for Participants

Before a videoconference:

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

To join the videoconference:

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

You may also join a meeting without the link by going to join.zoom.us on any browser and entering this **Meeting ID: 818 5820 5703**

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: **818 5820 5703#**

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



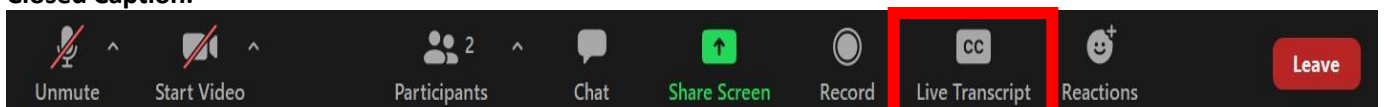
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

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

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

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

Closed Caption:



Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

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

Mission:

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

Vision:

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

Core Values:

PUBLIC SERVICE

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

SUSTAINABILITY

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

INNOVATION

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

PROFESSIONALISM

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

INTEGRITY

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

FISCAL STEWARDSHIP

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

What is a Master Plan?

The Michigan Planning Act defines a Master Plan as a land use and infrastructure plan that sets forth local goals, objectives, and policies for community growth and/or redevelopment over the next 20 - 30 years. The Master Plan is an official document authorized by Michigan law that serves as a basis for zoning and can be viewed as a blueprint for a community's future. State Law requires that a Master Plan be updated/reviewed at least every 5 years. Some benefits for having a Master Plan include:

1. **Consistency in decision making:** The plan gives decision makers a stable point of reference for taking action.
2. **Ability to make informed decisions:** The plan provides facts on existing conditions and trends, enabling decision makers to better understand the impact of their decisions. Staff use these documents to define scope of projects or leverage opportunities to pursue projects.
3. **Achieve predictability:** The plan describes where and what type of development the community desires. This information allows for the zoning, purchase, and use of land consistent with community goals.
4. **Maximizing use of resources:** The plan includes information from different stakeholders, departments, and sources. This information can be used in deciding and prioritizing which projects to undertake (such as promoting brownfield redevelopments, buying land for parks, or applying for grants for affordable housing, etc.) It also can be used to inform the location and size of utility extensions and coordinating road improvements.
5. **Preserving community character:** The plan describes the community's vision for the future and establishes its existing and intended growth. It permits the community to identify what is important and how it should be protected.
6. **Produce positive economic development:** Planning for a community helps existing residents and businesses better predict the future development of an area. This prediction creates a comfort level for knowing what to expect on neighboring properties. It also encourages new businesses and residential developments because there are clear expectations.

Where can Oshtemo Township's Master Plan be found?

Oshtemo's current Master Plan and its updates are outlined below with the most recent amendment completed in 2019. These documents can be found at <https://oshtemo.org/master-plan/>.

- *In Process: Housing Study and Action Plan*
- 2019 Village Theme Development Plan Update
- 2019 Go!Green Oshtemo
- 2017 Master Plan Update, included:
 - Maple Hill Drive Sub-Area Plan
 - Rural Preservation Strategy
- 2011 Master Plan
 - Genesee Prairie Sub-Area Plan
 - West Main Street Sub-Area Plan
 - 9th Street Sub-Area Plan
 - Century Highfield Sub-Area Plan

OSHTEMO FORMAL BOARDS

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

Updated December 1, 2023

TITLE	MEMBERS	DATES	TERM END DATE	
Board of Review	Fred Gould	<i>March, July, & December</i>	12.31.2024	
<i>Two Year Term, Start Jan 1, Odd Years</i>	Kitty Gelling		12.31.2024	
<i>Contact: Kristine Biddle, kbiddle@oshtemo.org</i>	Harry Jachym		12.31.2024	
	Wiley Boulding (Alternate)		12.31.2024	
	VACANT (At-Large)		12.31.2024	
	Cheri Bell (Supervisor)			
	Kristine Biddle (Staff)			
CCTA (Public Transit)	Dusty Farmer			
Corridor Improvement Authority (SoDA)	VACANT (Resident)			
<i>5 to 9 members</i>	Joe Gesmundo (AVB Developer)		12.31.2024	
<i>Majority with ownership or bus int</i>	Dale Deleeuw (County Rep)	<i>(appointed by County per agreemnt)</i>	12.31.2024	
<i>At least 1 resident (w/in 1/2 mile)</i>	Corey Ashley (Grp. Mktg. Svcs., Business Rep)		12.31.2025	
<i>Four year term staggered terms</i>	Kelly Bringman (Nottingham Apts. Mgr)		12.31.2025	
<i>Contact: Iris Lubbert, ilubbert@oshtemo.org</i>	Dennis Patzer, At Large (School Admin)		12.31.2026	
	Theresa Spurr (Spurr Dental)		12.31.2026	
	Cheri Jodoin (Resident)		12.31.2027	
	Cheri Bell (TB Liason)			
	Iris Lubbert (Staff)			
Dangerous Building Hearing Officer	Dave Breytone	<i>Supervisor appointment</i>		
Downtown Development Authority (DDA)	Stephen Dallas (Interest)	<i>3rd Thurs, every other</i>	12.31.2025	
<i>9-13 Members</i>	VACANT (At Large)	<i>month, starting Jan, 3 pm</i>	12.31.2025	
<i>Majority with ownership or bus int</i>	Dick Skalski (At Large)		12.31.2024	
<i>At least 1 resident (w/in 1/2 mile)</i>	Ryan Winfield (Resident/Interest)		12.31.2024	
<i>Four year term staggered terms</i>	Themi Corakis (Interest)		12.31.2023	
<i>Contact: Iris Lubbert, ilubbert@oshtemo.org</i>	Rich MacDonald (Interest)		12.31.2023	
	Tom Sowell (KPL Rep; Interest)		12.31.2026	
	Bill Cekola (Interest)		12.31.2026	
	Cheri Bell (Twp Supervisor)			
	Iris Lubbert (Staff)			
Environmental Board	Chad Hughson	<i>As needed</i>	12.31.2023	
<i>Three Year Terms</i>	Steve Malcolm		12.31.2025	
<i>Contact: Dusty Farmer, dfarmer@oshtemo.org</i>	Neil Sikora (Trustee)		12.31.2024	

TITLE	MEMBERS	DATES	TERM END DATE	
Oshtemo Election Commission	Dusty Farmer (Clerk)	<i>As needed</i>	12.8.2020 to 11.20.2024	
Contact: Dusty Farmer, dfarmer@oshtemo.org	Clare Buszka (Treasurer)			
	Zak Ford (TB Liason)			
Friends of the Parks	Bruce Dannenhauer, Treasurer (Resident)	<i>Monthly, 3rd Tuesday, 4 pm</i>	12.31.2023	
<i>Two Year Term</i>	Neil Sikora (Trustee)		12.31.2023	Partial
Contact: Vanessa Street, vstreet@oshtemo.org	Vanessa Street (Staff)			
	Dennis Patzer, President (Retired)		12.31.2023	
	Deb Everett, Secretary (Resident)		12.31.2024	
	David Walch (Resident, Engineer)		12.31.2024	
	Kathy Fretz (Resident Retired)		12.31.2024	
	Cheri Bell (TB Liason)		12.31.2024	
Joint Boards Meetings	Township Board	<i>3rd Tuesday, 6 pm, Twice Annually</i>		
Contact: Iris Lubbert, ilubbert@oshtemo.org	Zoning Board of Appeals			
	DDA & SoDA			
	Friends of the Parks			
	Planning Commission			
	Iris Lubbert (Staff)			
SMBA (Southwest Michigan Building Authority)	Cheri Bell (Supervisor)			
Supervisor, or other Board Member	Dusty Farmer (Clerk)			
KATS Policy (Kalamazoo Area	Cheri Bell (Primary)	<i>Monthly, last Wed, 9 am</i>		
Transportation Study (2 votes)	Dusty Farmer (Alternate)			
KATS Technical (2 votes)	Iris Lubbert or Colten Hutson (Planning Staff)	<i>Monthly, 2nd Thursday, 9 am</i>		
	Anna Horner or Zach Pearson (Public Works Staff)			
Kalamazoo Regional Water	Cheri Bell (TB/Primary)			
& Wastewater Commission (KRWWC)	Neil Sikora (TB/Alternate)			
Contact: Rich Pierson, rp5343@yahoo.com	VACANT			
(269) 998-4587	Jim Porter (Staff Attorney)			
Planning Commission	Alistair Smith	<i>2nd & 4th Thursday, 6 pm</i>	12.31.2023	1st term
Three Year Term	VACANT	<i>(& any special meetings)</i>		
Contact: Iris Lubbert, ilubbert@oshtemo.org	Scott Makohn		12.31.2024	Partial
	Deb Everett		12.31.2024	Partial
	Phil Doorlag		12.31.2025	1st term
	Scot Jefferies		12.31.2025	1st term
	Zak Ford (TB Liason)		12.31.2023	Partial
	Iris Lubbert (Staff)			

OSHTEMO FORMAL BOARDS

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Updated December 1, 2023

TITLE	MEMBERS	DATES	TERM END DATE	
	Jim Porter (Staff Attorney)			
Public Media Network	Lisa Godfrey (Citizen Rep)			
	Clare Buszka (Board Rep)			
Township Board	Cheri Bell (Supervisor)			
	Dusty Farmer (Clerk)			
	Clare Buszka (Treasurer)			
	Michael Chapman (Trustee)			
	Neil Sikora (Trustee)			
	Zak Ford (Trustee)			
	Kristin Cole (Trustee)			
	Jim Porter (Staff Attorney)			
	Anna Horner (Public Works Director)			
Zoning Board of Appeals	Louis Williams (Resident)	<i>4th Tues, 3 pm</i>	12.31.2024	1st term
<i>Three Year Terms</i>	Fred Gould (Resident)		12.31.2025	1st Term; Partia
Contact: Iris Lubbert, ilubbert@oshtemo.org	VACANT			
	Harry Jachym		12.31.2025	Partial
	Rick Everett (2nd Alternate)		12.31.2024	Partial
	Al Smith (PC Liason)		12.31.2023	1st Term
	Dusty Farmer (TB Liason)			
	Iris Lubbert (Staff)			
	Jim Porter (Staff Attorney)			
Utility Policy Committee (UPC)	Libby Heiny-Cogswell (Chair)			
	Marc Elliott (Alternate)			
<i>Appointment through the KRWWC</i>	Jeff Sorensen (Regional Chair)			

*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	MEMBERS	DATES	TERM END DATES
Board & Committee	Cheri Bell (TB)	<i>As needed</i>	
Appointments	Dusty Farmer (TB)		
	Clare Buszka (TB)		
Buildings and Grounds	Cheri Bell (TB)	<i>Quarterly @ 8:00 a.m. July/October</i>	
	Dusty Farmer (TB)		
	Carl Benson (Resident)		
	Rick Everett (Resident)		
	Greg McComb (Staff)		
	Greg Fountain (Staff)		
Capital Improvement (CIC)	Zak Ford (TB)	<i>Quarterly, Jan, Apr, July, Oct</i>	
	Cheri Bell (TB)	<i>3rd Tues. @ 1pm</i>	
	Clare Buszka (TB)		
	Tim Mallett (Resident)		
	Ken Hudok (Resident)		
	Bernie Mein (Resident/retired builder)		
	Anna Horner (Staff)		
	Zach Pearson (Staff)		
HARC (Hardship Advisory Review Committee); 3 year, staggered terms	Fred Gould (BOR)		12/31/2024
	Neil Sikora (TB)		
	Jeff Parsons (Resident-at-large)		12/31/2026
	Clare Buszka (TB Treasurer)		TermofOffice
	Cheri Bell (TB Supervisor)		TermofOffice
"Legislative Breakfast"	Open to Entire Board	<i>Quarterly</i>	
(Southwest Michigan First/Chamber)		<i>8am - 9am</i>	
Kalamazoo Brownfield Authority	Iris Lubbert (Staff)	<i>4th Thursday of each Month @ 3:00pm</i>	
Kalamazoo County Transit Authority	Dusty Farmer (Township Representative)	<i>2nd & 4th Monday, 5:30 p.m.</i>	
HR (Human Resources)	Cheri Bell (TB, Personnel Director)	<i>As Needed</i>	
Board Work Group	Clare Buszka (TB)		
	Dusty Farmer		
	Sara Feister (HR)		
Parks	Cheri Bell (TB)	<i>3rd Wednesday @ 4 p.m.</i>	
	VACANT		
	Michael Chapman (TB)		

*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	MEMBERS	DATES	TERM END DATES
	Deb Everett (Resident)		
	Neil Sikora (TB)		
	Vanessa Street (Staff)		
Police	Cheri Bell (TB)	<i>Quarterly as needed</i>	
	Kristin Cole (TB)		
	Zak Ford (TB)		
	Greg McComb (Staff)		
	Jack Shepperly (Staff Police Specialist)		
	Louis Parker III (Resident)		

*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	MEMBERS	DATES	TERM END DATES
	Malcolm Blair (Resident)		
	Jim Taylor (Resident)		
	Deb Everett (Resident)		
	Jim Porter (Staff Attorney)		
Safety	Greg McComb (Staff)	<i>As needed</i>	
	Sara Feister, Safety Coordinator (Staff)		
	Rod Rought (Staff)		
	Greg Fountain (Staff)		
	Jon Gibson (Staff)		
	Kyle Gibson (Staff)		
	Cheri Bell (TB, Ex Officio)		
Sunshine	Sally Higgins (Staff)		
<i>Manage voluntary contributions from staff to recognize employee life events (determined by Staff within the Sunshine Fund, not TB)</i>	Linda Potok (Staff)		
	Clare Buszka (Treasurer)		
	Sara Feister (Staff)		
	Sierra Lucas (Staff)		
Wellhead Protection Team	Iris Lubbert/Colten Hutson (Staff)	<i>Quarterly (approx)</i>	
Fire Department Strategic Planning Committee	Cheri Bell (TB)		
	Zak Ford (TB)		
Established 7.2022	Erin Phillips (Fire Dept Administrative Asst)		
	Fire Staff (As needed)		
	Deb Everett (Resident)		
	Jared Klajnbart (Resident)		
	Themis Corakis (Business Owner)		
	Clare Buszka (TB)		
	VACANT (TB, Ex Officio)		

Memorandum



Date: December 5th, 2023
To: Township Board
From: Zach Pearson, Public Works Project Manager
Subject: Western Woods Sidewalk Project Updates

Objective

Update the Board on Western Woods Sidewalk project completion.

Background

On July 11th, 2023, the Township Board approved a unit price contract with Remington Construction as the low bidder to complete sidewalk improvements and network gaps in the Western Woods neighborhood.

Remington Construction and its sub-contractors began work on the project on August 14th and were given a required completion date of October 27th, 2023. All work, including punch list items, was completed ahead of schedule.

Public Works performed a final inspection of the completed work and measured actual constructed quantities against the estimated bid amounts. Quantities measured by Public Works were compared against final quantities submitted by Remington Construction. We found the submitted quantities to be in-line with our measured quantities, and the project scope. One additional pay item, concrete sub-base course, was inadvertently not included in the bid quantities but is typical for this construction work for a quality product. As a result, the final invoiced amount submitted by Remington Construction is \$4,960.75 more than the amount approved by the Board, but *within the blueline amount budgeted for the project.*

Public Works has recommended that the Township Supervisor approve the change order amount per the purchasing policy.

Attachments

Remington Construction final invoice

Remington Construction

26542 Red Arrow Hwy

Invoice

Date	Invoice #
11/17/2023	1595

Bill To
Charter Township of Oshtemo 7275 West Main Street Kalamazoo, MI 49009

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			10/25/2023			

Quantity	Item Code	Description	Price Each	Amount
1	04 Concrete	Mobilization	3,000.00	3,000.00
4	04 Concrete	Tree, Rem, 6 Inch to 18 Inch	637.50	2,550.00
0.15	04 Concrete	Clearing	80,000.00	12,000.00
642	04 Concrete	Curb and Gutter, HMA, Rem	8.00	5,136.00
125	04 Concrete	Sidewalk, Remove	15.75	1,968.75
7	04 Concrete	Sidewalk Grading	500.00	3,500.00
40	04 Concrete	Subbase, CI II Sand, 4 Inch	50.00	2,000.00
630	04 Concrete	Curb and Gutter, Detail D2	38.00	23,940.00
80	04 Concrete	Curb and Gutter, Ramp Opening	38.00	3,040.00
3,770	04 Concrete	Sidewalk, Concrete, 4 Inch	8.00	30,160.00
366.5	04 Concrete	Sidewalk Ramp, 6 Inch	14.00	5,131.00
14	04 Concrete	Hand Patching, HMA	300.00	4,200.00
40	04 Concrete	Ductile Iron Detectable Warning Surface	150.00	6,000.00
1	04 Concrete	SESC	500.00	500.00
1	04 Concrete	Restoration	5,360.00	5,360.00
1	04 Concrete	Construction Staking	7,000.00	7,000.00
19	04 Concrete	Concrete Base Course in Concrete Cubic Yards (Extra)	500.00	9,500.00

Western Woods Sidewalk Construction			Total	\$124,985.75
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Memorandum

Date: 5 December 2023
To: Township Board
From: Sara Feister, Human Resources Director
Subject: 2024 Open Enrollment Summary



Objective

Updating the Board on the actual medical, dental, & vision enrollments for the 2024 benefit package.

Summary of Medical, Dental, & Vision Insurance Enrollments

1. Medical Insurance
 - a. Traditional Health Plan (HRA)
 - i. Enrollments: 8
 - ii. Total Cost to Township for Health Plan (80% of total cost): \$87,315
 - b. High Deductible Health Plan (HSA)
 - i. Enrollments: 24
 - ii. Cost Information
 1. Health Plan (80% of total cost): \$243,534
 2. HSA Funding: \$65,600
 - c. Opt Outs: 11
 - i. \$12,870.00
2. Dental Insurance
 - a. Enrollments: 38
 - b. Opt Outs: 5
 - c. Total Cost (80% of total cost): \$24,969
3. Vision Insurance
 - a. Enrollments: 38
 - b. Opt Outs: 5
 - c. Total Cost (80% of total cost): \$4,452

Core Values

Public Service, Sustainability, Professionalism

Memorandum

Date: 5 December 2023
To: Township Board
From: Sara Feister, Human Resources Director
Subject: Park Ranger-Rentals Job Description & Title Revision



Objective

PROPOSED MOTION: To approve the proposed job description and title revision for the Park Ranger position.

Background

In an effort to provide the highest level of service to the community, and to support the growth of the Township, the intention is to expand the scope of the Park Ranger-Rentals position to include more duties. We plan to increase the level of responsibility for the employee that we currently have in this role.

Information Provided

1. Park Ranger-Rentals Job Description REDLINE
2. Park Ranger Job Description CLEAN COPY

Core Values

Public Service, Sustainability, Professionalism

CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION

Position Title: **PARK RANGER—RENTALS**

General Summary:

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

Physical Requirements:

The physical demands described hereafter are representative of those that must be met by an employee to successfully perform the essential functions of this general maintenance position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, climb and hear; use hands to finger, handle and operate tools, objects, or controls. The employee is required to climb stairs, stoop, kneel and crouch. The employee must have the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sizes,

Typical Responsibilities:

- Meet with renters before and after their facility rental. Includes unlocking the venue, reviewing maintenance requirements, inspecting after each rental, relocking. May involve some janitorial tasks.
- Inspect, and clean, if necessary, between weekend pavilion rentals at FF and OTP. (This would mostly occur in summer.)
- ~~Pick up litter at rental facilities at FF, OTP, and Drake Farmstead Park (DFP).~~ Custodial duties in the Township Parks & Facilities
- Assist with weekend events sponsored by Oshtemo Friends of the Parks (4 x per year).
- Have a checklist and report maintenance issues at each facility.
- Perform maintenance duties on the Township owned trails.
- Mowing, snow removal, and landscaping of the Parks and the Township Facilities
- Perform minor repairs to Park equipment.
- When time permits, perform miscellaneous maintenance tasks as assigned, which include servicing of facilities, systems, and equipment.
- Assist with dump, shred, and leaf days. -
-

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

Employment Qualifications:

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

EDUCATION: High school graduate or equivalent

EXPERIENCE: Must have good general mechanical ability and knowledge.

CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION

Position Title: **PARK RANGER**

General Summary:

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

Physical Requirements:

The physical demands described hereafter are representative of those that must be met by an employee to successfully perform the essential functions of this general maintenance position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, climb and hear; use hands to finger, handle and operate tools, objects, or controls. The employee is required to climb stairs, stoop, kneel and crouch. The employee must have the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sizes,

Typical Responsibilities:

- Meet with renters before and after their facility rental. Includes unlocking the venue, reviewing maintenance requirements, inspecting after each rental, relocking. May involve some janitorial tasks.
- Inspect, and clean, if necessary, between weekend pavilion rentals at FF and OTP. (This would mostly occur in summer.)
- Custodial duties in the Township Parks & Facilities.
- Assist with weekend events sponsored by Oshtemo Friends of the Parks (4 x per year).
- Have a checklist and report maintenance issues at each facility.
- Perform maintenance duties on the Township owned trails.
- Mowing, snow removal, and landscaping of the Parks and the Township Facilities
- Perform minor repairs to Park equipment.
- When time permits, perform miscellaneous maintenance tasks as assigned, which include servicing of facilities, systems, and equipment.
- Assist with dump, shred, and leaf days.

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

Employment Qualifications:

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

EDUCATION: High school graduate or equivalent

EXPERIENCE: Must have good general mechanical ability and knowledge.

2024 Oshtemo Township Board Meeting Dates

All meetings are Tuesdays and begin at 5:30 p.m. except when noted otherwise.

January 9
January 23

February 6
February 20

March 12
March 19 Joint Boards Meeting* 6 p.m.
March 26

April 9
April 23

May 14
May 28

June 11
June 12 – Budget Meeting, Wednesday 6 p.m.
June 25
June 26 - Budget Meeting, Wednesday 6 p.m.

July 9
July 23

August 13
August 20 – Budget Meeting, Tuesday 6 p.m.
August 27

September 10
September 24

October 8
October 15 Joint Boards Meeting* 6 p.m.
October 22

November 12
November 26

December 3
December 17

*Joint Boards TB / PC / ZBA / SoDA / DDA / FOP

Memorandum

Date: 5 December 2023
To: Township Board
From: Sara Feister, Human Resources Director
Subject: 2024 Compensation Adjustments



Objective

PROPOSED MOTION: To suspend the Compensation Policy in 2024.

Information

As a reminder, the Board discussed suspending the compensation policy through 2024. In 2024, a third-party Compensation/Job Evaluation study will be completed. Out of that work, a new compensation policy will be produced. Pending the new compensation policy, the 2024 budget included a 5.00% across the board compensation adjustment for all current Township staff effective 01/01/24. Our current compensation policy does speak to the annual performance review process. We will still be doing performance reviews in 2024, they just will not be tied to a pay increase as they have in previous years. The intention is to implement the results of the compensation study in 2025.

Core Values

Sustainability, Integrity

Memorandum

Date: 5 December 2023
To: Township Board
From: Sara Feister, Human Resources Director
Subject: 2023 Employee Holiday Appreciation Apparel Program



Objective

PROPOSED MOTION: To amend the budget in the amount of \$3000 to provide all Township employees with an option to receive an item printed with the Oshtemo Charter Township logo as a holiday appreciation gesture.

Summary of Program

The Township will work with Spirit Shoppe to set up an online marketplace that employees can visit to make their selections. They will have the option to choose from 3 items (fleece jacket, bomber jacket, or ¼ zip). The Township logo will be printed in color. The program will be launched pending Board approval and orders will be due by 12/22/23. The \$3000 request will be transferred from the New Hire Expenses GL line.

Core Values

Professionalism

**EXTENSION OF
POLICE PROTECTION AGREEMENT
BETWEEN
THE KALAMAZOO COUNTY SHERIFF'S OFFICE AND
TOWNSHIP OF OSHEMO
(2024)**

THIS EXTENSION AGREEMENT (“Second Extension”) dated as of _____ (the “Effective Date”), by and between the County of Kalamazoo, a municipal corporation and political subdivision of the State of Michigan, on behalf of the Kalamazoo County Sheriff’s office (the “Sheriff”), and the Township of Oshtemo, a Michigan municipal corporation (the “Township”), collectively known as the “Parties, extends and amends the Police Protection Agreement entered into between the Parties on December 17, 2019, and amended by a Memorandum of Understanding in November, 2021.

WHEREAS, the Parties entered into a contract on December 17, 2019, whereby the Sheriff agreed to provide police services for the Township for the period of January 1, 2020 through December 31, 2023 (the “Original Contract”); and

WHEREAS, the term of the Original Contract expires on December 31, 2023; and

WHEREAS, the parties entered into a Memorandum of Understanding in November, 2021, and;

WHEREAS, the Parties hereby agree to extend the term of the Original Contract and the Memorandum of Understanding, in accordance with the terms of the Original Contract and the Memorandum of Understanding, as well as the terms provided herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties mutually covenant and agree as follows:

1. The Original Contract and the Memorandum of Understanding is extended for an additional one-year period, which will begin on January 1, 2024, immediately upon the expiration of the Original Contract and the Memorandum of Understanding and will end on December 31, 2024. The parties may further extend the Original Contract and the Memorandum of Understanding for one additional one-year period by mutual agreement.
2. The parties agree the staffing for 2024 will consist of the following: one (1) day shift sergeant, four (4) day shift deputies, one (1) day shift traffic deputy, one (1) midnight shift sergeant, and four (4) midnight shift deputies.
3. The Contracting Rate Schedule 2020 referenced in Paragraph 3 of the Original Contract, as amended, is replaced by the Contracting Rate Schedule 2024, a copy of which is attached as Exhibit A and incorporated by reference.
4. Paragraph 5 of the Original Contract is amended to state as follows:

If the Township intends to further extend this Agreement, it shall notify the Sheriff in writing on or before September 1, 2024, and submit a request describing the police services desired. As soon as practical after receiving the Township’s request, the Sheriff shall provide the Township with a written statement of the costs for such services. The Parties will work in good faith to enter into a new Agreement for the subsequent year.

5. All other terms and conditions of the Original Contract and the Memorandum of Understanding remain unchanged.

6. This Extension binds and benefits both Parties and any successors or assigns. This document, including the attached Original Contract, is the entire agreement between the Parties.

COUNTY OF KALAMAZOO

By: _____

John Taylor, Chairperson
Kalamazoo County Board of Commissioners

Date: _____

TOWNSHIP OF OSHTEMO

By: _____

Cheri Bell, Township Supervisor

Date: _____

COUNTY OF KALAMAZOO

By: _____

Richard Fuller, Sheriff

Date: _____

**APPROVED AS TO FORM FOR COUNTY OF KALAMAZOO:
COHL, STOKER & TOSKEY, P.C.
By: TIMOTHY M. PERRONE
On: November 15, 2023**

N:\Client\Kalamazoo\Sheriff\Agreements\Oshtemo Twp Patrol\2024\Oshtemo Twp Police Protection Extension 2024 - Final 11.15.2023.docx

EXHIBIT A

Township Contracting Rate Schedule 2024

Base Cost Per Position

This base amount per position increased 3% from previous year. Will be billed quarterly instead of monthly.

	Quarterly Rate
Officer equipment	\$ 449.35
Additional direct costs (fuel, training, maint.)	\$ 1,153.63
Equipped car*	\$ -
Clerical costs	\$ -
Supervisory costs	\$ -
Indirect cost (ins, departmental, admin.)	\$ -
Total Base Cost Per Position	
	\$ 1,602.98

If an additional car is required, the Township will be required to pay a one-time charge of \$16,720.

Rate Schedule Per Position - Per Collective Bargaining Agreement effective 1/1/2024.

The total hourly rate to be billed will be adjusted as salaries are determined with each collective bargaining agreement.

Deputy Position	Hourly Base Pay	Overtime (10%)	Benefit Allocation	Total Hourly Rate
D19 - A Step	\$ 26.17	\$ 2.62	\$ 14.13	\$ 42.92
D19 - B Step	\$ 27.65	\$ 2.76	\$ 14.93	\$ 45.34
D19 - C Step	\$ 29.13	\$ 2.91	\$ 15.73	\$ 47.77
D19 - D Step	\$ 30.62	\$ 3.06	\$ 16.54	\$ 50.22
D19 - E Step	\$ 32.08	\$ 3.21	\$ 17.33	\$ 52.62
D19 - F Step	\$ 33.58	\$ 3.36	\$ 18.13	\$ 55.07
D19 - G Step	\$ 35.06	\$ 3.51	\$ 18.93	\$ 57.50
D19 - H Step	\$ 38.95	\$ 3.90	\$ 21.04	\$ 63.88

Rate Schedule Per Position - Per Collective Bargaining Agreement effective 1/1/2024.

The total hourly rate to be billed will be adjusted as salaries are determined with each collective bargaining agreement.

Sergeant Position	Hourly Base Pay	Overtime (10%)	Benefit Allocation	Total Hourly Rate
E22 - A Step	\$ 30.18	\$ 3.02	\$ 16.30	\$ 49.49
E22 - B Step	\$ 31.93	\$ 3.19	\$ 17.24	\$ 52.37
E22 - C Step	\$ 33.69	\$ 3.37	\$ 18.19	\$ 55.25
E22 - D Step	\$ 35.43	\$ 3.54	\$ 19.13	\$ 58.11
E22 - E Step	\$ 37.19	\$ 3.72	\$ 20.08	\$ 60.99
E22 - F Step	\$ 38.92	\$ 3.89	\$ 21.02	\$ 2463.83

E22 - G Step	\$	40.69	\$	4.07	\$	21.97	\$	66.72
E22 - H Step	\$	45.21	\$	4.52	\$	24.41	\$	74.14

POLICE PROTECTION AGREEMENT

This Agreement is made this 17 day of Dec., 2019, by and between the County of Kalamazoo, hereinafter designated "County"; the Sheriff of Kalamazoo County, Michigan, hereinafter designated "Sheriff"; and the Township of Oshtemo, Kalamazoo County, Michigan, hereinafter designated "Township."

WITNESSETH:

WHEREAS, Act 246 of the Public Acts of 1945, as amended [MCL 41.181], authorizes a township, by resolution, to appropriate funds and call upon the sheriff of the county to provide special police protection for the township, including enforcement of local township ordinances; and

WHEREAS, Act 33 of the Public Acts of 1951, as amended [MCL 41.801], further authorizes a township to appropriate funds for police protection, motor vehicles and equipment and, in general, to establish a police department for police protection within the township; and

WHEREAS, Act 35 of the Public Acts of 1951 (MCL 124.1) authorizes municipal corporations to join in the performance of any service which each could perform separately; and

WHEREAS, The Township accordingly desires to enter into an Agreement with the Sheriff and the County for additional police protection within the Township.

NOW, THEREFORE, in consideration of the promises, covenants and conditions hereinafter contained, IT IS HEREBY AGREED by and between the parties hereto as follows:

1. The Township, under the authority of the aforementioned Public Acts, hereby calls upon the Sheriff to furnish additional special police protection within the Township for the enforcement of state and local laws and ordinances of the Township, subject to the terms and conditions hereinafter contained. Within the limitations of available personnel, the Sheriff hereby covenants and agrees to furnish such additional police protection under such terms and conditions.

2. For the time period of January 1, 2020 through December 31, 2023, the County and the Sheriff agree to provide the equivalent of five (5) full-time Uniform Services Section Deputies, with appropriate experience, to service the Township with additional special police protection and to provide the necessary hours for overtime in relation to the routine duties of those officers. The County and the Sheriff agree to provide one (1) full-time Lieutenant, with appropriate experience, to direct overall police service operations within the Township including, subject to the terms and conditions of all applicable collective bargaining agreements, scheduling the Deputies, coordinating police services, analyzing operations to develop plans and manage resources and ensure the effective and efficient delivery of such services. The County and the Sheriff agree to provide the equivalent of one (1) full-time Sergeant, with appropriate experience, to supervise the Deputies. The County and Sheriff agree to provide the equivalent of one (1) full-time traffic enforcement Deputy who will ordinarily issue citations under the Township's Uniform Traffic Code ordinance. The full-time Traffic Deputy will operate throughout the entire

Township. Traffic enforcement will take place as directed by the Sergeant with input from the Township Supervisor. The traffic enforcement Deputy will serve as the primary Deputy to handle traffic accidents thereby relieving Uniform Services Section Deputies to respond as needed. The County and Sheriff agree to provide one (1) full-time Community Policing Deputy. Also, the County and the Sheriff agree to provide the necessary associated personnel, equipment, and services, and other various indirect and associated costs in support of the above.

3. For the performance of the above-described services, the Township agrees to pay the County pursuant to the Township Contracting Rate Schedule 2020 that is attached as Exhibit 1 and incorporated by reference in this Agreement. The amount due will be calculated based upon the position assigned and include the amount of any shift differential, if applicable. The County shall submit an itemized quarterly invoice for services showing the costs, days and hours worked by each position assigned. Payment will be made within ten (10) days of the receipt of the itemized invoice. The reduction in the Township's payment under this Agreement will be required whenever a patrol officer is absent from his/her scheduled shift during the month without suitable replacement. For each subsequent year of the Agreement the County will provide the Township with an updated Contracting Rate Schedule utilizing the formula in Exhibit 1.
4. Reporting: The Sheriff/County will provide Crime Watch or similar reporting data to the Citizens of the Township through an internet address. The Sheriff will continue to provide reports for the Township through the Sheriff's Liaison or Command Officer assigned to the Township. The reports will reflect the call volume, clearance rates, and type of calls monitored. The reporting will show trends and tracking related to the Township. The reports described in this Paragraph may include, but will not be limited to, an Annual Report; Oshtemo Township Monthly Statistical Reports; Oshtemo Township Year-to-Date Statistical Reports; UCR/Clearance Reports (Clearance will mean the resolving of a crime); and Crime Watch Internet Reports.
5. If the Township intends to extend this Agreement it will notify the County and the Sheriff in writing on or before September 1, 2023, and submit a request describing the police services desired. As soon as practicable after receiving the Township's request, the County and the Sheriff will provide the Township with a written statement of the costs for such services. The parties will work in good faith to enter into a new Agreement for the subsequent year(s).
6. These Deputies (s) will work principally within the boundaries of the Township and will not be employed by the Sheriff outside of said boundaries, except in case of general public emergencies, riots or civil disturbances, or general inter-municipal cooperation in a search and apprehension in a general inter-municipal cooperative law enforcement effort. The Kalamazoo County Consolidated Dispatch Authority will be made aware of the stipulations of this paragraph.
7. The normal Sheriff's police protection will be continued within the Township and will not be reduced as a result of this Agreement or as a result of additional police service provided

hereunder. Patrol officers assigned to the Township under this Agreement will enforce Township ordinances as well as State law and County ordinances. The officers will not be utilized by the Township for functions or duties other than those related to law enforcement or police protection.

8. All Sworn Staff will be deputy sheriffs and directly accountable to the Sheriff.
9. The County will provide insurance for the motor vehicle(s) used in the performance of the services described in this Agreement, as well as the liability and workers' compensation insurance coverage for any personnel assigned to duty in the Township. "Insurance", insofar as vehicles and personnel are concerned, means the coverage provided by the County as of the effective date of this Agreement. If such coverage is discontinued for any reason, the County will notify the Township immediately.
10. In carrying out the terms of this Agreement, the parties will adhere to all applicable Federal, State and local laws, regulations and policies prohibiting discrimination. The parties, as required by law and/or policies of either the County or the Township will not discriminate against persons to receive services under this Agreement or against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status or political affiliation or beliefs. Breach of this covenant will be regarded as a material breach of this Agreement.
11. It is expressly understood and agreed by the parties hereto that the requirements of this Agreement will not be construed as in any way affecting the collective bargaining agreement covering the personnel assigned to the Township under this Agreement including, but not limited to, the adding of provisions thereto or subtracting provisions therefrom.
12. No failure or delay on the part of any of the parties to this Agreement in exercising any right, power or privilege hereunder will operate as a waiver thereof nor will a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.
13. Modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.
14. This Agreement is not intended to be a third-party beneficiary contract and confers no rights on anyone other than the parties hereto.
15. This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof will have any validity or bind any of the parties hereto and any prior agreements will be null and void.

16. If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision will be null and void, and any such invalidity or unenforceability will not affect the validity or enforceability of the remainder of this Agreement. It will be considered to be deleted and the remainder of this Agreement will not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement will be considered to have terminated as of the date in which the provision was rendered invalid or unenforceable.

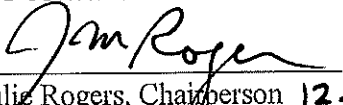
17. This Agreement will be subject to and construed in accordance with the laws of the State of Michigan. In the event any disputes arise under this Agreement, it is understood and agreed that any legal or equitable action resulting from such disputes will be in Michigan Courts whose jurisdiction and venue will be established in accordance with the statutes and Court Rules of the State of Michigan. In the event any action is brought in or is moved to a federal court the venue for such action will be the Federal Judicial District of Michigan, Western District, Southern Division.

18. This Agreement will continue until one of the parties hereto delivers a written notice to all other parties of this Agreement of their intent to terminate this Agreement; 90 days after delivery of such written notice, this Agreement will end and be null and void thereafter. This Agreement may also be terminated pursuant to the provisions of Paragraph 5 hereof if the Township or the County indicates their unwillingness to continue the Agreement for another calendar year.

19. The people signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

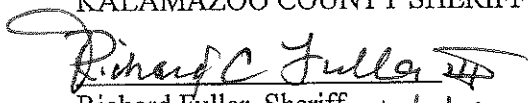
IN WITNESS WHEREOF, the authorized representatives of the parties hereto have executed this Agreement the day and date first above written.

COUNTY OF KALAMAZOO



 Julie Rogers, Chairperson 12.17.19
 Kalamazoo County Board of Commissioners


 Timothy A. Snow 12.17.19
 County Clerk/Register

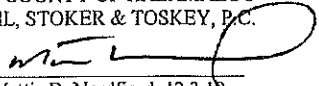
KALAMAZOO COUNTY SHERIFF


 Richard Fuller, Sheriff 12/11/19

TOWNSHIP OF OSHTEMO


 Elizabeth Heiny-Cogswell
 Supervisor

APPROVED AS TO FORM
FOR COUNTY OF KALAMAZOO
COHL, STOKER & TOSKEY, P.C.

By: 

Mattis D. Nordfjord 12.3.19
n:\client\kalamazoo\sheriff\agreements\oshtemo patrol\k-zoo sheriff and oshtemo twship agreement 2020 (rev to include shift diff and lt.) 12.2.19.docx

EXHIBIT 1

Township Contracting Rate Schedule 2020

Base Cost Per Position

This base amount remains unchanged from previous year. Will be billed quarterly instead of monthly.

	Quarterly Rate
Officer equipment	\$ 408.50
Additional direct costs (fuel, training, maint.)	\$ 1,048.75
Equipped car*	\$ -
Clerical costs	\$ -
Supervisory costs	\$ -
Indirect cost (ins., departmental, admin.)	\$ -
Total Base Cost Per Position	\$ 1,457.25

If an additional car is required, the Township will be required to pay a one-time charge of \$16,720.

Rate Schedule Per Position - Per Collective Bargaining Agreement eff 1/1/2018
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The total hourly rate to be billed will be adjusted as salaries are determined with each collective bargaining agreement.

Deputy Position	Hourly Base Pay	Overtime (10%)	Benefit Allocation	Total Hourly Rate
NF19 - A Step	\$ 21.08	\$ 2.11	\$ 12.52	\$ 35.71
NF19 - B Step	\$ 22.35	\$ 2.24	\$ 13.28	\$ 37.87
NF19 - C Step	\$ 23.60	\$ 2.36	\$ 14.02	\$ 39.98
NF19 - D Step	\$ 24.88	\$ 2.49	\$ 14.78	\$ 42.15
NF19 - E Step	\$ 26.15	\$ 2.62	\$ 15.54	\$ 44.31
NF19 - F Step	\$ 27.41	\$ 2.74	\$ 16.28	\$ 46.43
NF19 - G Step	\$ 28.67	\$ 2.87	\$ 17.03	\$ 48.57
NF19 - H Step	\$ 29.94	\$ 2.99	\$ 17.78	\$ 50.71
F19 - A Step	\$ 23.42	\$ 2.34	\$ 13.91	\$ 39.67
F19 - B Step	\$ 24.83	\$ 2.48	\$ 14.75	\$ 42.06
F19 - C Step	\$ 26.22	\$ 2.62	\$ 15.57	\$ 44.41
F19 - D Step	\$ 27.64	\$ 2.76	\$ 16.42	\$ 46.82
F19 - E Step	\$ 29.05	\$ 2.91	\$ 17.26	\$ 49.22
F19 - F Step	\$ 30.45	\$ 3.05	\$ 18.09	\$ 51.59
F19 - G Step	\$ 31.86	\$ 3.19	\$ 18.93	\$ 53.98
F19 - H Step	\$ 33.27	\$ 3.33	\$ 19.76	\$ 56.36

**Township Contracting Rate Schedule
2020**

Rate Schedule Per Position - Per Collective Bargaining Agreement eff 1/1/2018
--

The total hourly rate to be billed will be adjusted as salaries are determined with each collective bargaining agreement.

Sergeant Position	Hourly Base Pay	Overtime (10%)	Benefit Allocation	Total Hourly Rate
NF22 - A Step	\$ 24.28	\$ 2.43	\$ 14.42	\$ 41.13
NF22 - B Step	\$ 25.77	\$ 2.58	\$ 15.31	\$ 43.66
NF22 - C Step	\$ 27.26	\$ 2.73	\$ 16.19	\$ 46.18
NF22 - D Step	\$ 28.77	\$ 2.88	\$ 17.09	\$ 48.74
NF22 - E Step	\$ 30.26	\$ 3.03	\$ 17.98	\$ 51.27
NF22 - F Step	\$ 31.76	\$ 3.18	\$ 18.87	\$ 53.81
NF22 - G Step	\$ 33.25	\$ 3.33	\$ 19.75	\$ 56.33
NF22 - H Step	\$ 34.74	\$ 3.47	\$ 20.63	\$ 58.84
F22 - A Step	\$ 26.98	\$ 2.70	\$ 16.03	\$ 45.71
F22 - B Step	\$ 28.63	\$ 2.86	\$ 17.00	\$ 48.49
F22 - C Step	\$ 30.29	\$ 3.03	\$ 17.99	\$ 51.31
F22 - D Step	\$ 31.97	\$ 3.20	\$ 18.99	\$ 54.16
F22 - E Step	\$ 33.62	\$ 3.36	\$ 19.97	\$ 56.95
F22 - F Step	\$ 35.29	\$ 3.53	\$ 20.96	\$ 59.78
F22 - G Step	\$ 36.94	\$ 3.69	\$ 21.94	\$ 62.57
F22 - H Step	\$ 38.60	\$ 3.86	\$ 22.93	\$ 65.39

Lieutenant Position	Hourly Base Pay	Overtime (10%)	Benefit Allocation	Total Hourly Rate
NCO2 -A Step	\$ 39.53	\$ -	\$ 21.35	\$ 60.88
CO2 -A Step	\$ 43.92	\$ -	\$ 23.72	\$ 67.64

□
NOV
3
2020

MUTUAL LETTER OF UNDERSTANDING

The County of Kalamazoo (hereinafter referred to as "County"), the Sheriff of Kalamazoo County (hereinafter referred to as "Sheriff") and Oshtemo Charter Township (hereinafter referred to as "Township") and the County, Sheriff and Township (hereinafter referred to "Parties") entered into a Police Protection Agreement, effective January 1, 2020, for the period of January 1, 2020 through December 31, 2023 (hereinafter the "Agreement").


The Parties propose to make minor adjustments to that Agreement, but not formally amend it due to the Parties continued discussions for further services, until such time as the Sheriff has the resources to provide said services. Wishing to advance the cooperation between the Parties, and ensure mutual satisfaction, the Parties hereby agree as follows:

1. During the remaining term of the existing Agreement, the Sheriff will provide the equivalent of one (1) additional full-time sergeant (assigned to the afternoon shift) with the appropriate experience to supervise a deputy.
2. Payment for such services shall be made in accordance with paragraph three of the Agreement.
3. All other terms and conditions of the Agreement shall remain in full force and effect except as modified by this Mutual Letter of Understanding.


[This space is intentionally left blank, signature page follows]

This Mutual Letter of Understanding shall take effect as of the date of last signature of the Parties below. The individuals signing below on behalf of the Parties to the above stated Agreement certified by their signatures that they are duly authorized to sign this Mutual Letter of Understanding on behalf of said Parties.

OSHTEMO CHARTER TOWNSHIP

By: 
Elizabeth Heiny-Cogswell
Its: Supervisor
Date: Nov 9, 2021, 2021

COUNTY OF KALAMAZOO

By: 
Tracy Hall, County Board of Commissioners
Its: Chairperson
Date: 11.3, 2021

KALAMAZOO COUNTY SHERIFF

By: _____
Richard D. Fuller, III.
Its: Sheriff
Date: _____, 2021

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION REGARDING
CLOSED SESSION OF DECEMBER 5, 2023**

WHEREAS, it is necessary for the Township Board to meet and consult with its Attorney for purposes of discussing the purchase of real estate and to do so in an open meeting would have a detrimental effect upon the Township's position and could disclose matters protected by attorney-client privilege; and

WHEREAS, Section 8 of the Open Meetings Act, 1976 PA 267, as amended, permits a public body to meet in closed session to consult with its attorney regarding material exempt from discussion and disclosure as set forth above.

NOW, THEREFORE, BE IT RESOLVED that, in accordance with the Open Meetings Act, the Oshtemo Charter Township Board hereby determines to meet in closed session this 5th day of December, 2023, to consult with its Attorney regarding the purchase of real estate and to consider material exempt from discussion or disclosure by state law.

A motion was made by _____, seconded by _____, to adopt the foregoing Resolution.

Upon a roll call vote, the following voted "Aye":

The following voted "Nay":

The following was absent:

The Supervisor declared that the Resolution has been adopted by at least 2/3 of the members of the Board.

DUSTY FARMER, Clerk
Oshtemo Charter Township

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a regular meeting of the Oshtemo Charter Township Board, held on December 5, 2023, at which meeting _____ members were present and voted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

DUSTY FARMER, Township Clerk