

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

March 25, 2025

Refer to page 3 for Virtual Meeting Information

REGULAR MEETING
7:00 P.M.
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Remote Location Identification (for remote attendance when permitted by statute)
4. Approval of Agenda
5. Township Mission/Vision/Core Values:
Core Value: Difficult questions are not marginalized.
6. Public Comment on Non-Regular Session Items
7. Consent Agenda
 - a. Meeting Minutes [Minutes of Regular Meeting [March 11, 2025](#)]
 - b. February & March 2025 Peer Recognition Certificate Summary
 - c. Resolution Thanking Oshtemo Township for Use of Fire Engine 513
8. Resolution to Recognize Former Trustee Ken Hudok's Service to Oshtemo Charter Township
9. First Quarter 2025 Budget Amendments
10. Fire Department Quarterly Strategic Plan Update
11. Discussion of Segal Compensation Study
12. Request to Enter into Closed Session to Discuss Performance Review at Employee's Request
13. Public Comment
14. Board Member Comments & Committee Updates
15. Adjournment

Last Updated 3/21/2025

**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>			
Alan Miller	216-5230	amiller@oshtemo.org	
<u>Parks Director:</u>			
Vanessa Street	216-5233	vstreet@oshtemo.org	
Rental Info	216-5224	oshtemo@oshtemo.org	
<u>Planning Director:</u>			
Jodi Stefforia	375-4260	jstefforia@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: 832 9236 8430**

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: **832 9236 8430#**

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



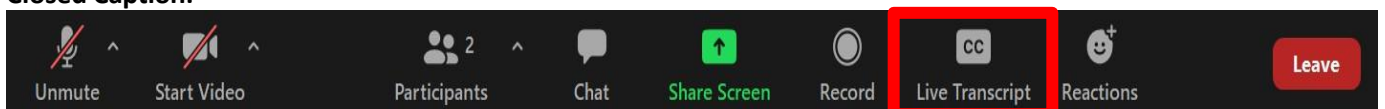
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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 their input is wanted.
 - Difficult questions are not marginalized.
- Allow residents to interact directly with 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.



Employee Certificate of Recognition Summary February & March 2025

Presented To: Zach Pearson
Nominated By: Sierra Lucas

A big thank you to Zach Pearson for his outstanding support in updating the legal team with sewer updates and maintaining precise tracking throughout the mandatory sewer connection litigation. Your attention to detail has been invaluable and we appreciate your ongoing contributions.

Presented To: Aoife Day
Nominated By: Vanessa Street

I would like to recognize Aoife Day for her outstanding customer service when it comes to rentals. This month we received positive feedback from two separate renters who appreciate her professionalism, prompt assistance, and positive demeanor. Thank you for your patience, helpfulness, and attention to detail when working with renters of our facilities. You are a great addition to our team!

Presented To: Rod Rought
Nominated By: Ann Homrich

Rod is an exemplary professional. His background, keen awareness, and knowledge serve him well in this vocation and greatly appreciate his fair-mindedness and kind and thoughtful demeanor. During a difficult time losing a valued friend and coworker, Rod made himself available during non-work hours to collaborate with Township administrators on resolutions to time-sensitive enforcement issues and solely upheld the work of the OE department as a part-time employee. Rod demonstrates care and integrity in his work and in his interactions with coworkers and am thankful for his professional insights.

Presented To: Greg Fountain
Nominated By: Ann Homrich

Greg has a very challenging position in managing several aspects of Township facilities and prioritize needs to keep infrastructure running smoothly. I appreciate his strong work ethic in everyday responsibilities, and his dedication in working long hours to maintain safe access for emergency personnel to manage issues caused from inclement weather. I also appreciate his efforts and commitment to working with consultants for future upgrades and in his desire to convey needs to the Board. Greg is a very hardworking professional and effective in keeping Township facilities in optimal condition and facilities looking their best.

Presented To: Maintenance Department
Nominated By: Anonymous

I wanted to express my sincere thanks to each of them for their hard work and dedication. Their efforts in keeping our parking lot and sidewalks clean, crisp, and safe truly do not go unnoticed. I understand that this is part of their job, but the extra care and attention they put into their work — often starting hours before the rest of us arrive — makes a huge difference. The commitment to ensuring our environment is safe and well-maintained, in addition to all their other responsibilities, is truly appreciated.

Presented To: Patrick Steffey
Nominated By: Ann Homrich

Pat is an excellent maintenance technician. He is a very skilled professional, hardworking, and dedicated to the care of Township facilities and beneficial contributor to the well-being of residents. Although he takes his work very seriously, Pat has a great sense of humor and cheerful demeanor and is very intentional in engaging his coworkers lightheartedly which makes a much more pleasant work environment. Pat demonstrates care in the details of his work as a vital member of the Maintenance department and is much appreciated as a valued member of the Township.



Employee Certificate of Recognition Summary February & March 2025

Presented To: Kristine Biddle
Nominated By: Cheri Bell

Just wanted to send out a Thank you for taking the time to walk me through some of your work! Your attention to detail and knowledge of your profession are a true asset to the Township!

Presented To: Jon Gibson
Nominated By: Cheri Bell

Big thanks to Jon for jumping right on setting up a “fill-in” laptop when I left mine at home!

Presented To: Legal Department
Nominated By: Cheri Bell

Big thanks to Jim & Sierra for quickly and thoroughly reviewing contract documents and creating a Resolution for the Kalamazoo Water & Wastewater Regional Commission! It was extra work for your department but created confidence for me to support and sign the contract!

Presented To: Chief Greg McComb & Deputy Chief Eric Burghardt
Nominated By: Cheri Bell

To Chief McComb & Deputy Chief Eric Burghardt for presenting at the Supervisor’s meeting on DC’s Fire & Command School academic paper - They may have started “a fire” 😊

Presented To: James Porter
Nominated By: Ann Homrich

Jim is a very knowledgeable, competent attorney. It is very evident that Jim is committed and passionate about proactively and when necessary, reactively supporting the Township in all areas of business with regards to legal matters. I respect the care, astuteness, and dedication he exhibits in his day-to-day work. I always know when I go to Jim with a quick question, he provides a clear, decisive, helpful response and I have much confidence in his legal expertise. Jim is also quite funny, and I appreciate his timely and colorful idioms that have made very serious matters, much lighter and brought laughter. I recognize his position with the Township can be quite challenging, but Jim works collaboratively with Staff to discern context from his vantage point, the best legal strategy, and has been a great asset to Oshtemo Charter Township.

Presented To: Vanessa Street
Nominated By: Ann Homrich

Vanessa is a thoughtful, collaborative, and community-minded professional. She works toward fostering mutually beneficial relationships inside and outside the Township. I appreciate her desire and work to serve residents who enjoy Oshtemo parks and events, seeking to give them the best experience. Vanessa is also very much a team player and encouraged by her dedication in offering her time and being available to help Maintenance, when short-handed during a busy time, to mow, and work weekends handling parks’ facilities reservations. I appreciate her cheerful demeanor, her work ethic, and am grateful to have her as a coworker!

Presented To: Sara Feister
Nominated By: Cheri Bell

Thanks to Sara for jumping in to fill in for a colleague and run the Zoom during the 2/11 Township Board meeting!



**A RESOLUTION
THANKING OSHTEMO
TOWNSHIP FOR USE OF
FIRE ENGINE 513
#2025-6**



WHEREAS, the safety and well-being of our community depend on the unwavering dedication and cooperation of our neighboring municipalities and emergency services; and

WHEREAS, on December 12th our fire department's apparatus was rendered out of service due to an accident on the highway, necessitating extensive repairs; and

WHEREAS, during this critical period, the Oshtemo Township Board and Oshtemo Township Fire Department graciously loaned Fire Engine 513 to our department from December 12th through March 6th, ensuring uninterrupted emergency response capabilities for our community; and

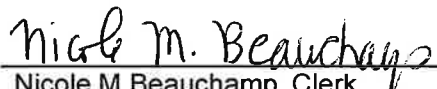
WHEREAS, this act of generosity exemplifies the spirit of mutual aid and collaboration that strengthens public safety efforts across our region; and

WHEREAS, that Comstock Township extends its sincere gratitude and appreciation to Oshtemo Township, the Oshtemo Township Board, and the Oshtemo Township Fire Department for their invaluable support and assistance; and

NOW THEREFORE BE IT RESOLVED, that a copy of this resolution be presented to Oshtemo Township as a token of our deep appreciation for their commitment to public service and community partnership.

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of the Resolution adopted at a Regular Meeting of the Charter Township of Comstock Board held on Monday, March 17, 2025 and said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted upon said Resolution as set forth in the minutes of said meeting, which were kept and have been or will be made available as required by said Open Meetings Act.


Nicole M Beauchamp, Clerk
Charter Township of Comstock

RESOLUTION HONORING KEN HUDOK FOR HIS SERVICE ON THE TOWNSHIP BOARD

Adopted: _____

WHEREAS, Kenneth Hudok Jr. served with distinction as a member of the Township Board from 2016 to 2020, contributing greatly to the well-being and progress of the community; and

WHEREAS, during his tenure on the Board, Ken demonstrated exceptional intelligence and a sharp analytical mind, quickly grasping complex issues and providing insightful contributions to Board discussions; and

WHEREAS, Ken's remarkable ability to balance cost-efficiency with the human impacts of decision-making was a hallmark of his service, ensuring that the Township's resources were used wisely while always prioritizing the well-being of residents; and

WHEREAS, in addition to his service on the Township Board, Ken showed an unwavering commitment to his community by stepping up to run for Trustee, even while commuting to Lansing for his full-time work; and

WHEREAS, Ken held a Master's in Cybersecurity and the CISSP certification. His career included defining cybersecurity strategies, structuring security programs, and strengthening cyber defenses. He combined leadership with innovation to align security frameworks with business goals; and

WHEREAS, Ken was a Cybersecurity Professor at Western Michigan University, where he taught graduate students about cybersecurity and cyber defense. With over 20 years of experience, he led key security initiatives for major organizations, including his role as AVP of Security Strategy and Delivery at Jackson National Life; and

WHEREAS, Ken's experience spanned across commercial, government, non-profit, and educational sectors. At Jackson National, he led cyber program development and managed global identity, access management, and ethical hacking teams. He also led Whirlpool's cybersecurity program, focusing on risk management, privacy, and compliance, and created global vulnerability and incident-management frameworks. Additionally, Ken supported U.S. government agencies, advising the Department of Homeland Security on strategy and policy and working with the Department of Defense on security operations. Earlier in his career, he developed security architecture at Sprint Corp., focusing on identity management and customer privacy; and

WHEREAS, Ken was a devoted family man who, alongside his wife Tiffany, worked tirelessly to educate and support their children within the public school system, while also advocating for improvements in education for all students in the community; and

WHEREAS, Ken was not only a dedicated and thoughtful public servant, but also a genuinely good person whose integrity, kindness, and concern for others left a lasting impact on all who had the privilege of working with him; and

WHEREAS, Ken's untimely passing has left a void in our community, but his legacy of service, dedication, and care for others will continue to inspire all who knew him;

NOW, THEREFORE, BE IT RESOLVED, that the Township Board does hereby honor the memory of Kenneth Hudok Jr. for his dedicated service to the community, his intelligent leadership, his compassion, and his unwavering commitment to improving the lives of those around him; and

BE IT FURTHER RESOLVED, that the Township Board extends its deepest condolences to Ken's family, particularly his wife Tiffany and their children, and expresses gratitude for the many contributions Ken made during his time on the Board and in the community.

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

Upon roll call vote the following voted "Aye":

The following voted "Nay":

The following were Absent:

The following Abstained:

The Moderator declared the motion carried and the Resolution duly adopted.

Dusty Farmer, Clerk
Oshtemo Charter Township

CERTIFICATE

STATE OF MICHIGAN)
) ss.
COUNTY OF KALAMAZOO)

I, Dusty Farmer, the duly appointed and acting Clerk of the Township of Oshtemo, certify that the foregoing constitutes a true and complete copy of a Resolution adopted at a regular meeting of the Oshtemo Charter Township Board held on March 25, 2025, where a quorum of the Board was present and voted in favor of said Resolution; and that minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

Dusty Farmer, Clerk
Oshtemo Charter Township

Date of Request and Description:					
2/4/2025 complete 5-1 flooring project					
Funds Requested To			Funds Requested From		
GL Number	Description	Amount	GL Number	Description	Amount
211-344-98100	Capital Outlay/facilities	\$5,000.00	211-000-40000	Carry over	\$5,000.00
	Total	\$ 5,000.00		Total	\$ 5,000.00

Date of Request and Description:					
2/6/2025 Financial Fees: These are credit card fees that accrued last year due to balance carryover. They were paid to stop the accrual.					
Funds Requested To			Funds Requested From		
GL Number	Description	Amount	GL Number	Description	Amount
101-249-74000	Financial Fees	\$2,400.00	101-000-40000	Carryover	\$2,400.00
	Total			Total	

Date of Request and Description:					
2/14/2025, chair for front counter staff, old one broke, no suitable replacement available in building					
Funds Requested To			Funds Requested From		
GL Number	Description	Amount	GL Number	Description	Amount
567-97400	Chair for front counter staff	\$500.00	101-000-40000	General Fund Carryover	\$500.00
	Total	\$500.00		Total	\$500.00

Date of Request and Description:					
2/25/25 Local Road Contract additional contribution. Funds to come from carryover. 2024 contract was 16% under budgeted amount.					
Funds Requested To			Funds Requested From		
GL Number	Description	Amount	GL Number	Description	Amount
204-441-97600	Capital Outlay - Roads	\$ 55,820.00	204-000-40000	Carryover	\$ 55,820.00

	Total	\$ 55,820.00		Total	\$ 55,820.00

Date of Request and Description:

03/25/25: Reallocation from 2024 budget to 2025 budget based on project completion. No new funds. Not over the original budgeted amount. Final payment to Segal.

Funds Requested To			Funds Requested From		
GL Number	Description	Amount	GL Number	Description	Amount
101-249-96300	Contracted Services	\$ 27,500.00	101-000-40000	General Fund Carryover	\$ 27,500.00
	Total	\$ 27,500.00		Total	\$ 27,500.00

Date of Request and Description:

03/25/25: 2025 Worker's Compensation (Accident Fund) Audit Adjustment (see memo)

Funds Requested To			Funds Requested From		
GL Number	Description	Amount	GL Number	Description	Amount
206-340-91200	General Insurance	\$ 22,500.00	206-000-40000	Fire Fund Carryover	\$ 22,500.00
	Total	\$ 22,500.00		Total	\$ 22,500.00

Date of Request and Description:

3/25/25 Carryover unspent funds budgeted for engineering services.

Funds Requested To			Funds Requested From		
GL Number	Description	Amount	GL Number	Description	Amount
485-536-96400.WM7TO8	7th St/West Main Sanitary	\$ 26,972.12	485-000-40000	Carryover	\$ 26,972.12
	Total	\$ 26,972.12		Total	\$ 26,972.12

Date of Request and Description:

3/25/25 Kalamazoo Regional Water & Waste Water Commission dues were \$500 higher than anticipated.

Funds Requested To			Funds Requested From		
GL Number	Description	Amount	GL Number	Description	Amount
485-536-82100	Professional Fees	\$ 500.00	485-000-40000	Carryover	\$ 500.00
	Total	\$ 500.00		Total	\$ 500.00

Date of Request and Description:

3/25/25 Streetlight removal and relocation costs for MDOT project

Funds Requested To			Funds Requested From		
GL Number	Description	Amount	GL Number	Description	Amount
204-441-92600	Capital Outlay - Streetlights	\$ 66,274.00	204-000-40000	Carryover	\$ 66,274.00
	Total	\$ 66,274.00		Total	\$ 66,274.00

Date of Request and Description:

Funds Requested To			Funds Requested From		
GL Number	Description	Amount	GL Number	Description	Amount
	Total	\$ -		Total	\$ -

Date of Request and Description:

Funds Requested To			Funds Requested From		
GL Number	Description	Amount	GL Number	Description	Amount

Memorandum & Request



Date: March 25th, 2025
To: Township Board
From: Sara Feister, Human Resources Director
Subject: Fire Fund Worker’s Compensation Budget Amendment Request

Proposed Motion:

“Motion to approve a budget amendment in the amount of \$22,500 to cover the cost of the 2025 Accident Fund Worker’s Compensation audit.”

From: GL 206-000-40000 Fire Fund Carryover
To: GL 206-340-91200 General Insurance

Background

Annually, Accident Fund completes an audit which consists of evaluating work hours, wages, and the number of employees to determine if adjustments are needed to our premium rates. During these audits, if the estimates differ from what Accident Fund expected, they must adjust the current year premiums accordingly. For the last few years, we have owed during this audit. I asked additional questions this year since the number was significantly higher than it had been in previous years. I discovered that our agent should be reaching out to us annually to ask for updated estimates to deliver to Accident Fund so they can calculate our expected premiums. This has not been occurring. I will be addressing this with our agent.

Additional Information

There was an increase in the premiums that come from the General Fund as well, however, it was \$3,000, and no budget amendment was needed as there is currently enough in that budget to cover the additional premium owed.

Core Values

Public Service, Integrity, Fiscal Stewardship

First Quarter Goals and Objectives

Updated March 12th

Deputy Chief Eric Burghardt

Response

Desired Outcome: Achieve 90th percentile performance outcomes by delivering rapid, efficient emergency responses, utilizing data-driven metrics, and continuously improving through training and innovation.

FY 2025 Strategy: Optimize dispatch processes to improve response times and resource allocation, achieving faster emergency response and enhanced efficiency.

Goal 1: Develop and implement standardized response protocols across all units by Q2 2025.

- Review existing response protocols by January 31, 2025, identifying gaps and inconsistencies.
 - Complete—The review of run cards, emergency response protocols, MABAS and mutual aid strategies, and internal resource deployment revealed minimal weaknesses or threats. Minor improvements were implemented, particularly adjusting resource allocation by splitting four firefighter crews into two crews of two to staff multiple apparatus, thereby increasing response flexibility and operational effectiveness.
- Create a standardized protocol manual incorporating best practices by February 28, 2025.
 - In progress - Creating a standardized protocol manual is currently in progress. Initial efforts have successfully produced a comprehensive draft, incorporating procedures and best practices. Minor revisions remain, specifically integrating feedback from recent operational reviews. The manual will include standardized protocols for resource deployment and personnel assignments, including the recently developed procedure for splitting crews (personnel) between apparatus.
- Distribute and train all units on the new protocols by March 31, 2025.

- In progress - As revisions to protocols are finalized, directives and specific deadlines are communicated to the training division to ensure timely training of all personnel. Recent updates, including the protocol for splitting crews between apparatus, have already been introduced, and comprehensive training is underway.

Goal 2: Conduct monthly data reviews to identify and address response inefficiencies by Q4 2025.

- Establish a data analysis team by January 15, 2025.
 - Complete - The newly formed team, integrated within the Quality Control/Quality Assurance Program, actively reviews incident reports (NFIRS and ePCR), equipment checks, training records, and business inspection data. Clear roles and responsibilities have been assigned. The assigned team members include DC Burghardt, Captain Carley, Captain Bennett, Captain Della Pia, and Captain Fuller.
- Develop a data collection and analysis schedule by January 31, 2025.
 - Complete - A structured QA/QC protocol covers NFIRS reports, ePCRs, apparatus readiness, training records, and business inspections. Clear guidelines, audit frequencies, and accountability measures have been defined, ensuring compliance and consistency across departmental procedures.

Goal 3: Reduce average response times by 15% through optimized resource utilization.

Implement the new resource utilization.

- Implement the new resource utilization
 - In Progress

Training

Desired Outcome: Achieve professional excellence through up-to-date, relevant, and engaging training, ensuring our team is skilled, knowledgeable, and ready to meet all challenges.

FY 2025 Strategy: Implement annual skills assessment to identify gaps and tailor training to meet professional standards

Goal 1: Develop a comprehensive skills evaluation system by Q1 2025

- Form a task force by January 2025 to design the evaluation criteria based on NFPA standards.
 - Complete—The Oshtemo Township Training Committee was formed with five members of all ranks. The committee focuses on standardizing our training workbooks and research evaluation programs and creating realistic training for the department.
- Research and select evaluation tools by February 2025, ensuring alignment with national fire service standards.
 - In Progress - Research and selection has been ongoing. The Committee has researched EV+, an evaluation program offered by Vector Solutions that we currently use for training and record-keeping. We are researching and comparing a similar assessment software offered by First Due, which the department currently uses for scheduling and incident reporting. We aim to streamline our RMS systems with training, scheduling, and incident reporting on one software platform.
- Research and select evaluation tools by March 2025, ensuring alignment with national fire service standards.

- In Progress - Research and selection has been ongoing. Once the Committee has selected the RMS platform, we will move forward with implementing the program and completing the assessment of 10% of the department while utilizing the acquired structure on Stadium Drive. This task is in progress.
- Finalize and implement the evaluation system

Community Risk Reduction

Desired Outcome: Reduce community risk through proactive fire prevention, comprehensive public education, and thorough fire investigations, ensuring a safer and more resilient community.

FY 2025 Strategy: Improved compliance for 1st, 2nd and 3rd parties. Have published risk assessment for Oshtemo

Goal 1: Establish foundational procedures for the Community Risk Assessment program.

- Classify each inspectable occupancy in Oshtemo with ICC nomenclature
 - Complete.

Goal 2: 70% 3rd Party Reporting Compliance

- Provide every inspectable occupancy with a compliance posting for their systems.
 - In progress - Postings are actively being disseminated weekly.

Goal 3: Establish procedures for all facilities' comprehensive hazardous materials survey.

- Send initial hazardous materials survey forms to all facilities within the fire department's jurisdiction.
 - In progress—Letters for HAZMAT reporting and Occupancy Surveys are being disseminated along with the compliance postings. Data is also collected at the time of delivery, and all this information assists with developing our risk assessments.

Administration

Desired Outcome: Conduct comprehensive, efficient administrative operations to ensure accountability, transparency, and effective resource management.

FY 2025 Strategy: Establish clear performance metrics to evaluate administrative operations and ensure alignment with the department's mission and goals.

Goal 1: Develop and implement performance evaluation policies by Q2 2025.

- Draft a performance evaluation policy framework by March 1, 2025, ensuring it aligns with local and federal regulatory requirements
 - Complete - The Oshtemo Fire Department's Performance Evaluation Framework, developed in December 2024, is designed to ensure accountability, efficiency, and professional growth. It establishes clear performance metrics based on job-specific expectations, leadership principles, and community impact. This framework promotes constructive feedback, objective assessments, and career development opportunities, fostering a culture of excellence. Evaluations are conducted regularly, incorporating self-assessments, supervisor reviews, and measurable performance data. By aligning individual performance with departmental goals, this framework enhances operational effectiveness and ensures the highest standard of service to the community

Goal 2: Conduct regular staff performance reviews and adjust responsibilities based on benchmarks.

- Develop job-specific benchmarks for 100% of staff by February 15, 2025
 - Complete - The Oshtemo Fire Department's Job Performance Benchmarks, developed in December 2024, provide clear, measurable standards for evaluating

personnel effectiveness. These benchmarks define key competencies, response efficiency, leadership, teamwork, and community engagement expectations. They ensure accountability, guide professional development and align with department goals to enhance service quality. Performance is assessed through objective criteria, training achievements, incident response data, and supervisor evaluations. Setting high standards fosters continuous improvement and ensures our team delivers the highest level of emergency response and public safety.

Goal 3: Ensure compliance with federal and local statutory requirements by monitoring policy changes.

- Assign a compliance officer by January 31, 2025, to monitor and track legal changes
 - Complete - In compliance with regulatory requirements, I have designated Lexipol as our Compliance Officer, effective immediately. Lexipol provides comprehensive policy management and legal compliance solutions, ensuring our department remains updated with evolving laws and best practices. Their team of attorneys continuously monitors legislative changes, updating policies accordingly to maintain legal and operational integrity. Additionally, before any policy is submitted to the Township Board for approval, our Township Attorney conducts a thorough review to ensure it aligns with our department's needs and legal standards. This process guarantees well-vetted, legally sound policies that serve our community effectively.

Maintenance

Desired Outcome: Ensure routine, in-depth maintenance of equipment, apparatus, and fire stations to enhance operational readiness, safety, and resource longevity.

FY 2025 Strategy: Implement a detailed maintenance tracking system

Goal 1: Establish a centralized database for recording all apparatus and equipment maintenance history

- Research and select a cloud-based maintenance management system.
 - Complete – After a thorough evaluation, we decided to continue utilizing our current RMS, FirstDue, which includes a robust module that effectively meets our maintenance management needs.



Eric Burghardt
Deputy Chief
Oshtemo Fire Department



Oshtemo Charter Township

Compensation Study Report

March 11, 2025

Table of Contents

Executive Summary	2
Project Overview	2
Summary of Findings.....	2
Methodology	4
Market Sectors and Data Sources	4
Benchmark Job Titles	6
Job Matching	7
Data Adjustments	7
Geographic Adjustments.....	7
Data Sufficiency Requirement	8
Market Composite Data (“Combined Sources”).....	8
Study Findings: Base Pay	9
Overall Competitiveness	9
Market Position by Peer Organization.....	11
Appendix A – Survey Document	A-1
Appendix B – Aggregate Market Data	B-1

Executive Summary

Project Overview

Oshtemo Charter Township (“the Township”) engaged Segal to conduct a compensation study to determine the market competitiveness of the Township’s base salary ranges for employees. Segal distributed a compensation survey via email to ten (10) peer public sector organizations representative of the Township’s relevant labor market, seven (7) of whom responded. All data are reflective of the market as of May 1, 2024.

Segal evaluated the competitiveness of the Township’s salary structure for forty-five (45) benchmark job titles. Benchmark summaries, which were included in the custom survey to support job matching, are provided in **Appendix A –Survey Document**.

This report presents the findings of the base salary market assessment, with the objective of determining the Township’s competitive position for pay within the defined comparison markets. Summarized detailed data collected from each peer are presented in **Appendix B – Aggregate Market Data**.

Summary of Findings

Overall, we found that, when averaged across all forty-five (45) job titles, the Township’s market ratio of base salary ranges to market midpoint is behind the Overall Market Average, as shown in **Table 1** on the following page. This excludes six (6) benchmark job titles that did not meet data sufficiency requirements and 2 benchmark job titles for which there was no Township data for comparison.

Oshtemo Charter Township as a % of Overall Market Average for Base Pay Ranges

	Base Pay Range Midpoint
Custom Survey	89%
Published Data Sources	75%
Overall Market Average	88%

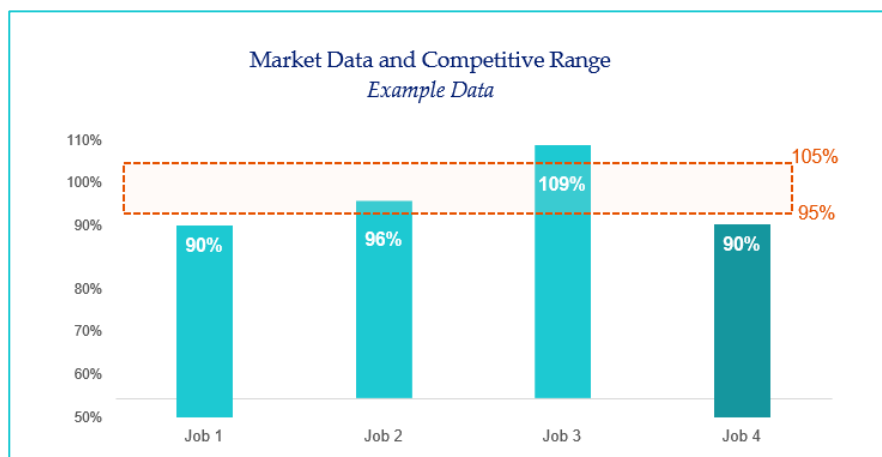
Overall market average excludes 6 benchmark job titles that did not have enough market data to meet the data sufficiency requirement and 2 benchmark job titles for which there was no client data for comparison.

Defining Market Competitiveness

Segal uses the concept of a “competitive range”, defined as any value between 95% to 105% of the market value:

- Values shown in **red** text are less than 95% of the market average and are considered “below market”
- Values shown in **black** text are between 95% and 105% of the market average and are considered “at market”, “market competitive”, and/or “in the competitive range”
- Values shown in **blue** text are greater than 105% of the market average and are considered “above market”

An example of the concept of the “competitive range” follows.



In the example above, only Job 2 is paying in the competitive range, whereas Jobs 1 and 4 are below the competitive range and Job 3 is above the competitive range.

Methodology

Market Sectors and Data Sources

The data presented in this analysis reflect base salary offerings of the seven (7) public sector peer organizations who responded to Segal’s survey and three (3) published survey sources representing the private sector.

Peer Organizations

Table 2

Peer Employers

Blackman Charter Township	Kalamazoo County
City of Kalamazoo	Lyon Charter Township
Frenchtown Township	City of Portage
City of Grand Rapids	

Published Data

To represent the private sector market, Segal utilized three (3) published private sector data sources. To minimize published data disproportionately influencing custom, public sector peer averages, published data impacts were limited to +/- 10%.

Table 3

Published Data Sources

Source	Description
CompAnalyst (Salary.com)	CompAnalyst Market Data, a subscription database maintained by Salary.com, includes pay data from hundreds of professionally conducted employer-provided surveys. For this analysis, we used base salaries at the 10th, 50th and 90th percentiles to represent pay range minimum, midpoint, and maximum values.
Economic Research Institute (ERI)	ERI's Salary Assessor database aggregates pay data from hundreds of published data sources for thousands of non-leadership job titles. The data is updated quarterly and provides salary information for nearly any geographic area in the U.S. For this analysis, we used base salaries at the 10th, 50th and 90th percentiles for all industries to represent the pay range minimum, midpoint, and maximum values.
PayFactors	PayFactors' Survey of Surveys is a compensation database that compiles pay data from published data sources and HR departments. PayFactors updates their data constantly and provides salary information for most geographic areas in the U.S. For this analysis, we used base salaries at the 10th, 50th and 90th percentiles for all industries to represent the pay range minimum, midpoint, and maximum values.

Benchmark Job Titles

The study included forty-five (45) benchmark jobs from all departments throughout the Township. The benchmark titles shown in **Table 4** are sorted alphabetically.

Table 4

Benchmark Job Title	
(In-District) - Paid On-Call (POC) Firefighter	Maintenance Director
Assistant Fire Chief	Media & Communications Manager
Assistant To The Assessor	Ordinance Enforcement Officer
Assistant Township Clerk	Out-Of-District - Paid On-Call (POC) Firefighter
Assistant Township Treasurer	Paralegal, Legal Assistant
Building Department Administrator	Park Ranger
Building Official, Inspector, Plan Reviewer	Parks Director
Captain Of Community Risk Reduction, Assistant Fire Marshal	Planning Department Transcriptionist
Clerk's Assistant	Planning Director
Construction Site Inspector	Public Works Project Manager
Deputy Fire Chief	Receptionist
Director Of Public Works	Resident Intern Firefighter
Executive Assistant	Seasonal Maintenance Person
Fire Chief	Senior Accountant
Fire Department Administrative Assistant	Township Assessor
Firefighter	Township Attorney
General Maintenance I	Township Clerk
General Maintenance II	Township Engineer
GIS Specialist	Township Supervisor
Human Resources Coordinator	Township Treasurer
Human Resources Director	Training & Safety Captain
IT Coordinator	Zoning Administrator
Lieutenants And Captains – Full-Time Or Paid On-Call	

Job Matching

Job matching was determined based on overall comparability to the Township’s benchmark job summaries contained in the survey document. It is important to keep in mind that 100% job matches are rare. Differences in size and organizational structure may result in dissimilarities among positions. In certain cases, Segal removed a matching title because the job is broader or narrower in terms of scope or complexity. Segal strives to identify positions that meet the “75% rule” meaning the work is predominantly the same and the required qualifications are very similar. As part of our quality control efforts, we reviewed data carefully and reached out to peers to validate matching titles that seemed to be outliers or inappropriate. Where available, we requested and reviewed job descriptions provided by peers as part of our validation process, which also included significant input from Township Human Resources.

Data Adjustments

Geographic Adjustments

To reflect the geographic differences in salaries between each surveyed employers’ location and the Township, we adjusted the reported salaries using the geographic wage and salary differentials reported by the Economic Research Institute (ERI) Geographic Assessor as of March 2024, as shown in **Table 5**. The Economic Research Institute (ERI), Geographic Assessor provides cost-of-labor comparison data enabling us to adjust market data to reflect differences between the cost of labor for Oshtemo Charter Township, MI, and the peer organizations from whom salary data was gathered. For example, ERI reports the difference in Cost of Labor between the Lyon Charter Township and Oshtemo Charter Township as 8.7% higher than Township. Salaries for Lyon Charter Township have therefore been adjusted 8.7% lower.

Table 5

Geographic Adjustments by Peer Organization

Peer Organization	% Difference	Geographic Differential
City of Kalamazoo	0.7%	99.3%
City of Portage	0.0%	100.0%
City of Grand Rapids	0.5%	99.5%
Kalamazoo County	0.2%	99.8%
Blackman Charter Township	2.7%	97.3%
Lyon Charter Township	8.7%	91.3%
Frenchtown Township	6.7%	93.3%

Data Sufficiency Requirement

Benchmark jobs that have fewer than three (3) peer matches or one (1) published survey match are excluded from overall competitiveness calculations.

Market Composite Data (“Combined Sources”)

Market data are segmented, for each benchmark job, into sub-sections:

1. Public Sector Peers
2. Published Survey Sources

Segal has provided an aggregate market average minimum, midpoint, and maximum rate and an “index” comparing the Township’s rates to those values. To control for the impact of a highly dynamic private sector labor market, it was agreed to limit the impact of private sector data to plus or minus ten percent (+/- 10%).

Aggregate market data for each benchmark are presented in **Appendix B – Aggregate Market Data**.

Study Findings: Base Pay

Overall Competitiveness

Using the concept of the “competitive pay range” described earlier (95% to 105% of market), on an **overall** basis across all benchmark job titles, the Township’s pay rates are not competitive with the market at the midpoint.

Table 6

Oshtemo Charter Township as a % of Overall Market Average for Base Pay Ranges

	Base Pay Range Midpoint
Custom Survey	89%
Published Data Sources	75%
Overall Market Average	88%

Overall market average excludes 6 benchmark job titles that did not have enough market data to meet the data sufficiency requirement and 2 benchmark job titles for which there was no client data for comparison.

However, market competitiveness does vary by benchmark job. In **Table 7**, on the following page, we present the overall base pay range competitiveness for each benchmark job title, organized in alphabetical order. Focusing on the *pay range midpoint*, we found that:

- Twenty-four (24) benchmark titles are **below** the market average
- Five (5) benchmark titles are competitive with the market average
- Eight (8) benchmark job titles are **above** the market average

Please note in **Table 7** that some peers provided single rates for select positions. Segal uses the single rates provided as the midpoint value and makes a market comparison only at the midpoint rate.

Base Pay Range Overall Competitiveness by Benchmark Job Title

Benchmark Job Title	Base Pay as a % of Market Average		
	Count of Peer Matches	Count of Published Survey Matches	Pay Range Midpoint
(In-District) - Paid On-Call (POC) Firefighter	3	0	81%
Assistant Fire Chief	4	0	84%
Assistant To The Assessor	4	3	86%
Assistant Township Clerk	6	0	85%
Assistant Township Treasurer	6	1	83%
Building Department Administrator	4	3	117%
Building Official, Inspector, Plan Reviewer	7	3	124%
Captain Of Community Risk Reduction, Assistant Fire Marshal	4	0	91%
Clerk's Assistant	3	0	89%
Construction Site Inspector	4	2	141%
Deputy Fire Chief	2	0	N/A
Director Of Public Works	4	3	77%
Executive Assistant	6	3	86%
Fire Chief	4	0	90%
Fire Department Administrative Assistant	6	3	94%
Firefighter	6	0	93%
General Maintenance I	5	3	99%
General Maintenance II	3	3	101%
GIS Specialist	3	3	96%
Human Resources Coordinator *	4	3	N/A
Human Resources Director	5	3	65%
IT Coordinator	1	3	99%
Lieutenants And Captains – Full-Time Or Paid On-Call	5	2	57%
Maintenance Director	4	2	88%

Benchmark Job Title	Count of Peer Matches	Count of Published Survey Matches	Pay Range Midpoint
Media & Communications Manager	4	3	66%
Ordinance Enforcement Officer	5	0	114%
Out-Of-District - Paid On-Call (POC) Firefighter	0	0	N/A
Paralegal, Legal Assistant	3	3	99%
Park Ranger	1	0	N/A
Parks Director	4	1	61%
Planning Department Transcriptionist *	0	1	N/A
Planning Director	4	1	84%
Public Works Project Manager	3	3	73%
Receptionist	6	3	139%
Resident Intern Firefighter	0	0	N/A
Seasonal Maintenance Person	5	3	121%
Senior Accountant	3	3	108%
Township Assessor	3	3	106%
Township Attorney	0	0	N/A
Township Clerk	6	0	89%
Township Engineer	3	3	61%
Township Supervisor	2	0	N/A
Township Treasurer	6	3	78%
Training & Safety Captain	3	0	83%
Zoning Administrator	4	0	88%

* Title did not have matching client data. Market data was collected for informational purposes.

Market Position by Peer Organization

As shown in **Table 8**, below, the Township's base pay when compared to the market range *midpoints* are within the competitive range of two peer organizations, below the competitive range of four peer organizations, and above the competitive range of one peer organization. The peer comparison is calculated using the average of all the Township's benchmark data for which the peer had a matching title divided by the average of all peer match data.

Overall Base Pay Competitiveness by Peer Organization

Peer Organization	Count of Matches	Base Pay Range as a % of Market Average
		Pay Range Midpoint
City of Kalamazoo	35	86%
City of Portage	29	92%
City of Grand Rapids	34	75%
Kalamazoo County	19	93%
Blackman Charter Township	12	129%
Lyon Charter Township	20	101%
Frenchtown Township	19	102%

| Appendix A – Survey Document

OSHTEMO CHARTER TOWNSHIP, MI
2024 COMPENSATION SURVEY

GENERAL INFORMATION

Organization Name			
Name			
Title			
Email			
Phone			
Address 1			
Address 2			
City	State	Zip	

BACKGROUND INFORMATION

Full-Time Equivalent Employees (FTEs) as of May 1, 2024	
Wages & Salaries Budget for FY 2024	

Survey Instructions:

This survey covers base salaries.

Tab 1 contains a form to provide your organization's matching salary information for general employees and includes the job summaries to assist in matching the positions. Please read each benchmark job description fully and match your organization's position as closely as possible. As a rule of thumb, if incumbents in your matching job spend at least 75% of their time performing the duties described in the survey job summary and your job requires essentially the same education and experience, your job would be considered an equal match.

**PLEASE RETURN COMPLETED SURVEY
BY 6/28/2024**

For all questions or inquiries, please contact:
TL Cox, Vice President, Senior Consultant
tcox@segalco.com
214-466-2464

**OSHTEMO CHARTER TOWNSHIP, MI
2024 COMPENSATION SURVEY**

#	Survey Job Title	Description of Work	Matching Title	FLSA Status (Exempt or Non-Exempt)	Full Time Work Week Definition (40, 35, etc.)	Scheduled Pay Ranges May 1, 2024		
						ANNUAL Base Pay Range Minimum	ANNUAL Base Pay Range Maximum	Notes
1	Township Assessor	<p>Job Summary: Plans, administers, and directs the appraisal of real and personal property assessments in the Township. Supervises and participates in the compilation of Township assessment rolls.</p> <p>Minimum Qualifications: Bachelor Degree preferably with specialization in business administration, accounting or related field, supplemented by approved courses in property appraisal and tax law. Five (5) years of progressively more responsible property tax administration experience. Must possess a Michigan Advanced Assessing Officer Certificate and a Certified Personal Property Examiner issued by the State Tax Commission. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.)</p>		[Please Select]				
2	Assistant Fire Chief	<p>Job Summary: Serves as an assistant to the Fire Chief. Performs various administrative functions within the Fire Department (i.e. employee training, scheduling and record keeping). Assumes the duties of the Fire Chief in the absence of the Fire Chief and Deputy Fire Chief. Regular sharing of Duty Officer of the Day (DOD) responsibilities during non-business hours. Will be required to respond to, and perform at, emergencies.</p> <p>Minimum Qualifications: Associate Degree or higher. Eight (8) years of fire service experience including program management and administrative duties, Four (4) years experience of direct personnel supervision, Six (6) years experience of incident command services. Must possess a Fire Fighter Level II, Michigan Medical First Responder (MFR), and Fire Officer II Certification. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.)</p>		[Please Select]				
3	Assistant To The Assessor	<p>Job Summary: Performs a variety of assessing functions and duties to ensure that property is assessed as required by law. Assists in administering the appraisal of real and personal property within the Township. Appraises new and remodeled residential buildings, inspects buildings, evaluates construction blue prints, prepares building diagrams and descriptions. Computes property values for assessment purposes. Reevaluates residential properties each year, including updating property information, sketches, pictures and hard files. Responsible for conducting an annual canvass of personal property.</p> <p>Minimum Requirements: Associates Degree. Two (2) years assessing experience. Must possess a Personal Property Examiner's Certificate issued by the State Tax Commission or ability to attain certificate within one (1) year. Must possess a current Michigan motor vehicle operators license without restrictions (other than corrective lenses requirement.)</p>		[Please Select]				
4	Assistant Township Clerk	<p>Job Summary: Performs a variety of duties in the Office of Clerk. Assists with voter registration, accepts voter registrations, enters and updates computer master files, processes voter cancellations, etc. Assists with elections, prepares absentee ballot applications, assembles ballot material, processes returned ballots for forwards to each precinct, etc. Processes accounts payable invoices, manages purchase orders, runs payable checks, and is a check signatory for the Township. Maintains cemetery records and administers the sale of burial rights.</p> <p>Minimum Requirements: High School graduate or equivalent. Must be able to meet prescribed typing and computer standards in effect at the time of hire. Certification with the State of MI for Election Training and Administration.</p>		[Please Select]				
5	Assistant Township Treasurer	<p>Job Summary: Performs a variety of duties for the Office of the Treasurer. Assists in preparing tax rolls, special assessment rolls, billing notices, etc. Prepares semi-annual billing of delinquent Personal Property Tax statements for mailing. Receives and receipts Township payment for tax collections, special assessments, contracts, escrow, dog licenses, etc. Assists with processing payables and payroll, including direct deposits, state taxes, and retirements deposits. Oversees training of persons taking cash or checks at the front counter. Oversees the parks rentals, collected rental fees, deposits, insurance, issues deposit refunds.</p> <p>Minimum Requirements: Associate Degree. Must be able to meet prescribed typing and computer standards in effect at the time of hire, including Microsoft Office Suite.</p>		[Please Select]				

**OSHEMO CHARTER TOWNSHIP, MI
2024 COMPENSATION SURVEY**

#	Survey Job Title	Description of Work	Matching Title	FLSA Status (Exempt or Non-Exempt)	Full Time Work Week Definition (40, 35, etc.)	Scheduled Pay Ranges May 1, 2024		
						ANNUAL Base Pay Range Minimum	ANNUAL Base Pay Range Maximum	Notes
6	Building Department Administrator	<p>Job Summary: Performs a variety of clerical duties. Receives requests for inspections, schedules and notifies appropriate inspectors. Submits permit requests for review and zoning approval. Submits zoning requests to local municipalities for review and zoning approval, and email requests to contractors for site plans. Works closely with the Township Supervisor to prepare annual Building Department budget.</p> <p>Minimum Requirements: High School graduate or equivalent, Must be able to meet prescribed typing and computer standards.</p>		[Please Select]				
7	Building Official/Inspector/Plan Reviewer	<p>Job Summary: Performs a variety of clerical duties. Receives requests for inspections, schedule and notify appropriate inspectors. Submits permit requests for review and zoning approval. Submits zoning requests to local municipalities for review and zoning approval, and email requests to contractors for site plans. Works closely with the Township Supervisor to prepare annual Building Department budget.</p> <p>Minimum Requirements: High School graduate or equivalent. Five (5) years of relevant experience in building construction, inspection and ordinance enforcement. Must possess Plan Review and Building Inspector and Building Official level designations by the State required.</p>		[Please Select]				
8	Captain Of Community Risk Reduction/Assistant Fire Marshal	<p>Job Summary: Performs administrative and technical work encompassed in the oversight of Fire Department Community Risk Reduction and investigations. Performs various administrative functions within the Fire Department (i.e. employee training, and record keeping). Coordinates and participates in Community Risk Reduction Programs. Reviews site plans for all construction within the Township. Conducts Technical Inspections of construction sites as well as inspections for the issuance of a Certificate of Final Occupancy. Suspends or revokes a premise based on violations. Coordinates the Fire Department's Fire Safety Inspection Program.</p> <p>Minimum Requirements: Associate Degree. Five (5) years experience in the fire service. Prior experience in training and a thorough understanding of applicable MIOSHA regulations are also required. Prior experience driving and operating emergency fire service vehicles are also required. Must possess a Fire Fighter I and II, Hazardous Materials Operations, Fire Apparatus Driving, Michigan Emergency Medical First Responder License, and NIMS Incident Command (IS 100/200 or equivalent and IS 700) certification. State of Michigan Fire Investigator or accepted equivalent within reasonable time period, State of Michigan Fire Inspector I, II, and Plans Examiner within reasonable time period, Fire Officer III within three (3) years. Must possess a current Michigan Motor Vehicle Operator's License without restrictions (other than corrective lenses requirement).</p>		[Please Select]				
9	Township Clerk	<p>Job Summary: Serves on the Township Board, records minutes of the Township Board meetings. Keeps all official records of legal and financial Township transactions. Participates in a variety of activities resulting from elections, various board and commission meetings, and other Township activities. Prepares Township payroll.</p> <p>Minimum Requirements: Past experience in records management and accounting, Must possess certification by International Institute of Municipal Clerks.</p>		[Please Select]				
10	Construction Site Inspector	<p>Job Summary: Oversees and reviews active land use development activities. Performs field investigations and ensures compliance of approved plans for active private development. Ensures construction follows any local, state or federal requirements and safe practices within public Right of way per OSHA standards. Confers with external project supervisor(s) to determine project details, such as work schedule, acceptance testing, changes in approved plans and evaluation of field conditions. Serves as primary communication between property owners and/or owners' representative and Department Heads on active construction projects.</p> <p>Minimum Requirements: High school diploma or equivalent. Minimum two (2) year experience in site development and construction.</p>		[Please Select]				

**OSHEMO CHARTER TOWNSHIP, MI
2024 COMPENSATION SURVEY**

#	Survey Job Title	Description of Work	Matching Title	FLSA Status (Exempt or Non-Exempt)	Full Time Work Week Definition (40, 35, etc.)	Scheduled Pay Ranges May 1, 2024		
						ANNUAL Base Pay Range Minimum	ANNUAL Base Pay Range Maximum	Notes
11	Deputy Fire Chief	<p>Job Summary: Serves as Deputy to the Fire Chief. Performs various administrative functions within the Fire Department. Assists the Fire Chief in his duties. Assumes the duties of the Fire Chief in his absence. Responds to emergencies. Works cooperatively with related Township, County and State agencies in relation to Fire and EMS services.</p> <p>Minimum Requirements: Associate Degree. Ten (10) years of fire service experience, experience in driving and operating emergency fire service vehicles, experience in program management and administrative duties, experience in top management of a fire and EMS department, six (6) years of providing direct personnel supervision, eight (8) years of routinely providing incident command services. Must possess a Michigan Medical First Responder (MFR) certification. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement).</p>		[Please Select]				
12	Director Of Public Works	<p>Job Summary: Performs supervisory duties and professional engineering oversight necessary to maintain, manage and expand public infrastructure including roads, non-motorized, sanitary sewer, water, and stormwater for the Township. Leads department in strategic planning, implementation of goals and objectives, and management of personnel in delegation of work, performance reviews, training and development, and discipline. Provides advisory, technical civil engineering and expert witness services to other internal Departments, as external stakeholder on matters pertaining to public infrastructure in the Township and region, and in review plans and specifications for compliance with Township ordinances, policies, permitting and system design. Coordinates and represents the Township on projects with residents, developers, consultants, affected Township departments and outside agencies. Manages state or federal grants for specific projects and internal budgets for multiple dedicated funds. Develops the Capital Improvement Plan in terms of project priority recommendations and project cost estimates.</p> <p>Minimum Requirements: Bachelor's Degree in Civil Engineering. Eight (8) years experience as Civil Engineer. Must possess a Civil Engineering License in good standing with the State of Michigan. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses).</p>		[Please Select]				
13	Executive Assistant	<p>Job Summary: Performs a variety of administrative technical for multiple Departments within the Supervisor's Office. Assists the Supervisor in implementing the directives and carrying out the policies of the Township Board. Performs a variety of project research and development activities. Serves as support and/or liaison for various boards and committees. Prepares public notices, agenda, supporting materials and compiles and distributes packets; takes and transcribes minutes</p> <p>Minimum Requirements: Associate's Degree. Two (2) years of progressively more responsible experience in public administration.</p>		[Please Select]				
14	Fire Chief	<p>Job Summary: Provides leadership and vision to, for and with the department. Provides representation of the department on a local, state, and international bases. Documents events in reports. . Works cooperatively with Township, County and State agencies in relation to Fire and EMS services.</p> <p>Minimum Requirements: Bachelor's Degree or higher in a Fire Science related field, or equivalent. Ten (10) years of fire service experience, experience in driving and operating emergency fire service vehicles, experience in program management and administrative duties, experience as Assistant Chief or Fire Chief of a fire department, six (6) years of providing direct personnel supervision, eight (8) years providing incident command system services, experience negotiating and implementing labor contract provisions. Must meet the requirements of the Michigan Administrivia Code as established by the Michigan Department of Licensing and Regulatory Affairs, Firefighters Training Counsel for classification as a fire chief pursuant to Rule 29.405a. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.). Per allowance of Michigan Compiled Laws 15.601-15.603 (Public Act #212 of 1999 or "Residency Act"), fulltime fire personnel may not establish residency further than twenty (20) miles from the nearest Oshtemo Township border.</p>		[Please Select]				

**OSHEMO CHARTER TOWNSHIP, MI
2024 COMPENSATION SURVEY**

#	Survey Job Title	Description of Work	Matching Title	FLSA Status (Exempt or Non-Exempt)	Full Time Work Week Definition (40, 35, etc.)	Scheduled Pay Ranges May 1, 2024		
						ANNUAL Base Pay Range Minimum	ANNUAL Base Pay Range Maximum	Notes
15	Fire Department Administrative Assistant	<p>Job Summary: Performs a variety of clerical and a variety of dispatching duties related to the Fire Department. Prepares correspondence, receives mail, and maintains appointment/meeting schedule for the Fire Chief. Assists the Fire Department with dispatching of alarms. Coordinates with various departments as required. Maintains necessary reports and record keeping.</p> <p>Minimum Requirements: High School graduate or equivalent, Must be able to meet prescribed typing and computer standards.</p>		[Please Select]				
16	Firefighter	<p>Job Summary: Assists the Fire Officers. Responds to emergencies. Operates all forms of fire and emergency vehicles. Operates fire, EMS and rescue related equipment. Accepts the responsibility for a variety of administrative functions.</p> <p>Minimum Requirements: High School graduate or equivalent. Two (2) years of fire service experience, experience in driving and operating emergency fire service vehicles, training in the provision of direct personnel supervision, training in the provision of incident command services. Must possess a Michigan Medical First Responder (MFR) certification. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.). Per allowance of Michigan Compiled Laws 15.601-15.603 (Public Act #212 of 1999 or "Residency Act") full-time fire personnel may not establish residency further than twenty (20) miles from the nearest Oshtemo Charter Township border.</p>		[Please Select]				
17	General Maintenance I	<p>Job Summary: Performs maintenance repairs and maintains Township property & equipment. Responds to calls of malfunctions. Locates and eliminates malfunctions. Performs general maintenance, custodial, & trash removal. Operates a wide range of equipment.</p> <p>Minimum Requirements: High school graduate or equivalent. Two (2) Years Maintenance experience. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.)</p>		[Please Select]				
18	General Maintenance II	<p>Job Summary: Performs maintenance repairs and maintains Township property & equipment. Responds to calls of malfunctions. Locates and eliminates malfunctions. Performs general maintenance, custodial, & trash removal. Operates a wide range of equipment. Practical knowledge of HVAC, electrical, & plumbing is required.</p> <p>Minimum Requirements: High school graduate or equivalent. Five (5) Years Maintenance experience. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.)</p>		[Please Select]				
19	GIS Specialist	<p>Job Summary: Performs a variety of Geographic Information Systems (GIS) duties, creates and maintains data and/or maps. Designs, develops, and maintains various GIS databases and solutions. Performs administrative duties regarding data governance and management of user access/licensing on the GIS platform. Performs data quality control, including reviewing data for completeness and accuracy; identifying and correcting errors or omissions in the data.</p> <p>Minimum Requirements: Bachelor's Degree in Geography, Geographic Information Systems (GIS), Computer Information Systems (CIS), or a related field. Three (3) years experience working full time with Geographic Information Systems.</p>		[Please Select]				
20	Human Resources Coordinator	<p>Job Summary: Performs a variety of Township Human Resource duties. Manages employee benefit programs. Designs and implements effective training and development plans. Ensures all employee records are maintained and updated as needed. Responds to employees' benefits queries and resolve issues. Creates, implements, and evaluates all Human Resources Department policies, procedures, and structures.</p> <p>Minimum Requirements: Three (3) years experience in a similar role.</p>		[Please Select]				

**OSHEMO CHARTER TOWNSHIP, MI
2024 COMPENSATION SURVEY**

#	Survey Job Title	Description of Work	Matching Title	FLSA Status (Exempt or Non-Exempt)	Full Time Work Week Definition (40, 35, etc.)	Scheduled Pay Ranges May 1, 2024		
						ANNUAL Base Pay Range Minimum	ANNUAL Base Pay Range Maximum	Notes
21	Human Resources Director	<p>Job Summary: Performs a variety of Township Human Resource functions and duties. Works closely with Personnel Director to identify and accomplish hiring, compensation review, union negotiations, HR policies, procedures, and structures. Creates, implements, and evaluates all Human Resources Department policies, procedures, and structures. Manages employee benefit programs. Designs and implements effective training and development plans. Ensures all employee records are maintained and updated as needed. Manages the recruitment process.</p> <p>Minimum Requirements: Bachelor's Degree in Business Administration, Human Resources or a relevant field. Three (3) years proven experience in Human Resources.</p>		[Please Select]				
22	IT Director	<p>Job Summary: Performs supervisory and administrative duties in planning and coordinating all information technology services and projects. Ensures IT's internal customer service standards. Evaluates Township's initiatives and provides recommendations on technology components, solutions, or improvements. Develops information technology strategies, policies, and procedures.</p> <p>Minimum Requirements: Bachelor's Degree in Information Technology. Four (4) years of leadership experience as an IT Coordinator with a history of achievement with an emphasis on strategic thinking plus a history of progressive advancement in Information Technology or related business systems. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses).</p>		[Please Select]				
23	Lieutenants And Captains – Full-Time Or Paid On-Call	<p>Job Summary: Responds to and establishes a command system while at emergency fire, rescue and medical service incidents. Oversees a variety of tasks relating to life safety, fire control and property conservations. Manages routine maintenance and cleaning of fire equipment and facilities of the fire station. Directs and participates in technical rescue situations.</p> <p>Minimum Requirements: Lieutenant – Must possess a Fire Fighter II certification. Captain - Must possess a Firefighter II, Fire Officer I, and IS 300, 400 certifications. Five (5) years of active service as a Firefighter with this department. Three (3) years of Relief Driver status with this department. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.). Must live within one driving mile of the Township border for Paid On-Call (POC) and less than twenty (20) miles for Full-Time Employees (FTE).</p>		[Please Select]				
24	Maintenance Director	<p>Job Summary: Oversees the Maintenance Department and its personnel. Directs staff. Oversees maintenance of Township buildings and grounds. Performs minor repairs to buildings and equipment. Employee must be competent in safety procedures, completing accident reports, scheduling, budgeting, and employee reviews. Employee must have a working knowledge of HVAC, plumbing, sprinkler systems, and vehicle/equipment maintenance. Availability is 24/7 to react to emergencies and fire/security alarms.</p> <p>Minimum Requirements: High school graduate or equivalent. Five (5) years maintenance experience including supervisory experience. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.)</p>		[Please Select]				
25	Media & Communications Manager	<p>Job Summary: Performs a variety of Township Media & Communications duties. Creates and maintains a database of stakeholders & areas of interest, resident's interest(s)/experiences, and resources (neighborhood/local/partner agencies). Creates and implements a communications strategy. Maintains a database of media organizations and contacts. Manages the Township's social media communications.</p> <p>Minimum Requirements: Communications related degree. Five (5) years experience in a related field, branding experience, and Customer Relationship Management (CRM) experience.</p>		[Please Select]				

**OSHTEMO CHARTER TOWNSHIP, MI
2024 COMPENSATION SURVEY**

#	Survey Job Title	Description of Work	Matching Title	FLSA Status (Exempt or Non-Exempt)	Full Time Work Week Definition (40, 35, etc.)	Scheduled Pay Ranges May 1, 2024		
						ANNUAL Base Pay Range Minimum	ANNUAL Base Pay Range Maximum	Notes
26	Ordinance Enforcement Officer	<p>Job Summary: Responsible for the administration and enforcement of all Township Ordinances. Works with Ordinance Violation Bureau administrator for collection of fines and other related information. Receives related complaints from the public and provides information regarding ordinances. Performs continuous observation of the Township for violations of permits, codes and ordinances. Performs inspections of construction for setback compliance.</p> <p>Minimum Requirements: High school diploma or equivalent. Two (2) years in ordinance-related work experience. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement).</p>		[Please Select]				
27	Paralegal/Legal Assistant	<p>Job Summary: Assists the Township Attorney in the delivery of legal services to the Township. Prepares draft documents, correspondence, memos, resolutions, ordinances, notices for publication and affidavits of posting. Schedules appointments, calendars appointments and deadlines for Township Attorney concerning litigation cases, including coordination with Township Supervisor's schedule, Township Board, Planning Commission, Zoning Board of Appeals, all committee and subcommittees. Tracks the opening, upkeep and closing of all files for general correspondence, litigation, tax appeals, Township Board, Planning Commission, Zoning Board of Appeals, ordinance enforcement, bankruptcies, contracts, cable franchises, etc.</p> <p>Minimum Requirements: Associate Degree or equivalent. Five (5) years Paralegal experience.</p>		[Please Select]				
28	Park Ranger	<p>Job Summary: Performs a variety of duties in the Township Hall, Township Parks, Oshtemo Community Center, Grange Hall, and Drake Farmstead property. Meets with renters before and after their facility rental. Includes unlocking the venue, reviewing maintenance requirements, inspection after each rental, and relocking. Assists with weekend events.</p> <p>Minimum Requirements: High school graduate or equivalent. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.)</p>		[Please Select]				
29	Parks Director	<p>Job Summary: Performs administrative and professional work directing the management, operations, and expansion of the Parks. Provides staff assistance to Parks Committee. Develops and implements parks and open space goals, objectives, policies, and procedures. Directs, oversees and participates in the development of the Parks Committee work plan, leads projects and programs, monitors work flow, reviews and evaluates work products, methods and procedures. Provide staff support to Oshtemo Friends of the Parks including administrative duties, volunteer management, and planning of public events. Prepares the Parks draft budget; assists in budget preparation with the Parks Committee; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.</p> <p>Minimum Requirements: Bachelor's Degree with major course work in landscape architecture, parks and recreation, environmental design, or a related field. Two (2) years of increasingly responsible experience in park planning, design, and development. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses).</p>		[Please Select]				
30	Planning Department Transcriptionist	<p>Job Summary: Transcribes meeting minutes for the Planning Commission (PC), and Zoning Board of Appeals (ZBA). Plans and preps for each meeting by reading over the packet materials.</p> <p>Minimum Requirements: High School graduate or equivalent. Must be able to meet prescribed typing and computer standards in effect at the time of hire.</p>		[Please Select]				

**OSHTEMO CHARTER TOWNSHIP, MI
2024 COMPENSATION SURVEY**

#	Survey Job Title	Description of Work	Matching Title	FLSA Status (Exempt or Non-Exempt)	Full Time Work Week Definition (40, 35, etc.)	Scheduled Pay Ranges May 1, 2024		
						ANNUAL Base Pay Range Minimum	ANNUAL Base Pay Range Maximum	Notes
31	Planning Director	<p>Job Summary: Directs the functions and staff of the Planning Department; coordinates and supervises Planning Department programs and projects; develops and administers planning documents. Provides policy guidance and researches information to Township Supervisor and Township Board to assist in decision making process. Coordinates the objectives and activities of the Department. Directs planning projects and studies involving zoning, land use, resource management, and socio-economic analysis. Directs activities/agendas of Planning Commission, Zoning Board of Appeals, DDA and SoDA.</p> <p>Minimum Requirements: Bachelor's Degree in Planning or related field. Five (5) years of professional planning experience. Must possess a American Institute of Certified Planners (AICP) certification within agreed upon timeframe. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.)</p>		[Please Select]				
32	Paid On-Call (POC) Firefighter (In-District)	<p>Job Summary: Responds to emergency fire, rescue and medical service requests as part of a firefighting unit. Carries out a variety of tasks with relation to life safety, fire control and property conservation. Performs routine maintenance and cleaning of fire equipment and facilities. Operates fire, EMS and rescue-related equipment.</p> <p>Minimum Requirements: High School graduate or equivalent. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement). All In-District Paid On-Call (POC) Fire Department personnel must live within one (1) driving mile of the Oshtemo Charter Township border.</p>		[Please Select]				
33	Public Works Project Manager	<p>Job Summary: Oversees the development and construction of public infrastructure projects in Oshtemo Township. Participates in planning and design phases of public infrastructure projects. Oversees bidding process, bid openings, tracking critical path, and construction administration. Ensures implementation of Township projects with day to day management and coordination.</p> <p>Minimum Requirements: Bachelor's Degree in Project or Construction Management, Civil or Environmental Engineering, or related field. Four (4) years experience with public water, sewer and roads, two (2) years experience with project management. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses).</p>		[Please Select]				
34	Receptionist	<p>Job Summary: Performs a variety of administrative support duties for Elected Offices, Clerk, Treasurer, & Supervisor. Directs visitors to the appropriate person and office. Receives, sorts, and distributes daily mail and deliveries. Assists with elections, notary service and as directed. Assists with mailings for Departments and as directed. Assists during tax season and as directed.</p> <p>Minimum Requirements: High School graduate or equivalent. Must be able to meet prescribed typing and computer standards. Must have cash, check handling experience.</p>		[Please Select]				
35	Resident Intern Firefighter	<p>Job Summary: Responds to emergency fire, rescue and medical service requests. Carries out a variety of tasks with relation to life safety, fire control and property conservation. Performs routine maintenance and cleaning of fire equipment and facilities. Operates fire, EMS and rescue-related equipment.</p> <p>Minimum Requirements: High School graduate or equivalent. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement).</p>		[Please Select]				
36	Seasonal Maintenance Person	<p>Job Summary: Performs a variety of maintenance duties in the Township Hall/Office building, Township Parks, Oshtemo Community Center, Grange Hall and cemeteries. Maintains Township buildings and grounds. Performs minor repairs to building and equipment if needed. Performs safety inspection of playground equipment and picnic tables. Assists with election equipment and precinct set up.</p> <p>Minimum Requirements: High school graduate or equivalent. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.)</p>		[Please Select]				

**OSHTEMO CHARTER TOWNSHIP, MI
2024 COMPENSATION SURVEY**

#	Survey Job Title	Description of Work	Matching Title	FLSA Status (Exempt or Non-Exempt)	Full Time Work Week Definition (40, 35, etc.)	Scheduled Pay Ranges May 1, 2024		
						ANNUAL Base Pay Range Minimum	ANNUAL Base Pay Range Maximum	Notes
37	Township Supervisor	<p>Job Summary: This is an elected position and is therefore, not at will. Acts as Chief Executive Officer of the Township and manages the Township business. Supervises the activities of the Township Departments and other employees. Serves as Chairperson of the Township Board, presides over Board meetings. Serves as ex-officio member of Township boards and committees. Serves as Township Personnel Director, coordinates all employee and discipline procedures. Develops policies, maintains records, and coordinates departmental activity. Meets with employees to provide annual performance reviews. Acts as chief spokesperson for the Township and serves as the Township liaison officer.</p> <p>Minimum Requirements: Practical experience in the areas of administrative supervision, budget design, and personnel management. Experience in public relations.</p>		[Please Select]				
38	Township Attorney	<p>Job Summary: Serves as the primary legal counsel to the Township as directed by the Township Board. Reviews, revises, drafts and maintains General Township Ordinances and Township Zoning Ordinances. Provides advice and counsel to the Township Ordinance Enforcement Officer including assisting and drafting of enforcement letters, methods of enforcement action, as well as takes legal action to ensure compliance. Oversees all legal action taken by the Township.</p> <p>Minimum Requirements: Juris Doctorate Degree. Ten (10) years of full-time municipal law experience, five (5) years as primary counsel for a charter township with a minimum population of 10,000 or a city of 7,500.</p>		[Please Select]				
39	Township Engineer	<p>Job Summary: Performs professional and technical engineering duties for the Township. Reviews new development site plans, subdivisions, plats and other private developments. Reviews, analyzes, and reports on development site plans, design details and specifications. Oversees and reviews consultant's work. Evaluates Township inquires and provides advisory and technical experience services to other Township departments on matters related to professional civil engineering.</p> <p>Minimum Requirements: Bachelor's Degree in Civil Engineering. Four (4) years as Civil Engineer. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses).</p>		[Please Select]				
40	Training & Safety Captain	<p>Job Summary: Performs administrative and technical work encompassed in the oversight of Fire Department Training, serves as the Fire Department Safety Officer, and fulfills operational activities as required. Plans, coordinates, and supervises training of all department personnel in accordance with Departmental Standard Operating Guidelines, laws, and regulations. Maintains accurate records of all training, professional certifications, and licenses of all departmental personnel. Evaluates and coordinates all training requests and scheduling for personnel to attend out-of- department schools, seminars, and conferences. Serves as Department Representative on the Kalamazoo County Training Committee. Serves as Chairman on the Department Health/Safety and Training Committees.</p> <p>Minimum Requirements: Associate Degree. Five (5) years of fire service experience, five (5) years of routinely providing incident command services. Must possess a Fire Fighter I and II, Hazardous Materials Operations, Fire Apparatus Driving, Michigan Emergency Medical First Responder License, and NIMS Incident Command (IS 100/200 or equivalent and IS 700) certifications. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.). Must be 21 years of age or older. No felony convictions or disqualifying criminal histories within the past ten (10) years.</p>		[Please Select]				

**OSHTEMO CHARTER TOWNSHIP, MI
2024 COMPENSATION SURVEY**

#	Survey Job Title	Description of Work	Matching Title	FLSA Status (Exempt or Non-Exempt)	Full Time Work Week Definition (40, 35, etc.)	Scheduled Pay Ranges May 1, 2024		
						ANNUAL Base Pay Range Minimum	ANNUAL Base Pay Range Maximum	Notes
41	Township Treasurer	<p>Job Summary: This is an elected position and is therefore, not at will. Acts as Chief Financial Officer of the Township. Receives, disburses, and takes charge of monies belonging to the Township, collects taxes due, invests Township funds, and performs other statutory duties relating to financial transactions in order to optimize the Township's financial condition. Serves as a regular elected member of the Township Board, initiates and votes on proposed ordinances and resolutions to implement Board policy within the powers granted by the State Constitution. Serves as a representative of the Township at a variety of public and intergovernmental meetings. Prepares an annual statement of all delinquent personal property taxes; responsible for collection efforts and the seizure and sale of property if necessary.</p> <p>Minimum Requirements: Must possess basic math skills, organizational skills. Recommend certifications from the Michigan Municipal Treasurers Association and the Municipal Treasurers Association of the US and Canada.</p>		[Please Select]				
42	Zoning Administrator	<p>Job Summary: Performs a variety of planning duties. Responds to inquiries from and provide assistance to public agencies, developers, builders, and citizens regarding planning and zoning related issues. Assists applicants with relevant building permits and review applications, coordinates with building department. Reviews development proposals, authors and presents reports on findings. Coordinates internal reviews of projects. Guides applicants through the review/approval process. Coordinates project approvals. Reviews land division/redescription and address assignment requests. Assists Planning Director as Department liaison to Township boards and committees.</p> <p>Minimum Requirements: Bachelor's Degree in Planning or related field, with coursework in GIS. At least one (1) year of zoning administration or related experience. Must possess a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses).</p>		[Please Select]				

Appendix B – Aggregate Market Data

Aggregate Market Data by Benchmark Job Title

Benchmark Job Title	Average Market Minimum	Average Market Midpoint	Average Market Maximum
Assistant Fire Chief	\$76,271	\$88,854	\$91,161
Assistant To The Assessor	\$57,949	\$69,006	\$81,870
Assistant Township Clerk	\$56,876	\$64,544	\$70,082
Assistant Township Treasurer	\$56,185	\$65,876	\$73,481
Building Department Administrator	\$40,905	\$47,901	\$53,757
Building Official, Inspector, Plan Reviewer	\$58,039	\$76,335	\$89,637
Captain Of Community Risk Reduction, Assistant Fire Marshal	\$82,564	\$79,010	\$85,649
Clerk's Assistant	\$42,364	\$49,224	\$55,115
Construction Site Inspector	\$54,318	\$63,519	\$73,920
Deputy Fire Chief	\$101,246	\$128,477	\$166,758
Director Of Public Works	\$103,366	\$124,732	\$145,894
Executive Assistant	\$56,012	\$65,306	\$82,940
Fire Chief	\$110,481	\$117,491	\$147,250
Fire Department Administrative Assistant	\$42,199	\$48,611	\$56,467
Firefighter	\$55,509	\$66,524	\$81,089
General Maintenance I	\$38,085	\$44,196	\$53,467
General Maintenance II	\$47,561	\$54,177	\$64,375
GIS Specialist	\$57,629	\$68,110	\$79,791
Human Resources Coordinator	\$55,183	\$65,868	\$77,372
Human Resources Director	\$100,732	\$121,210	\$140,390
(In-District) - Paid On-Call (POC) Firefighter	\$22,235	\$31,489	\$32,351
IT Coordinator	\$70,345	\$82,093	\$97,150

Benchmark Job Title	Average Market Minimum	Average Market Midpoint	Average Market Maximum
Lieutenants And Captains – Full-Time Or Paid On-Call	\$81,366	\$87,261	\$94,988
Maintenance Director	\$74,019	\$83,054	\$100,611
Media & Communications Manager	\$86,587	\$105,306	\$125,570
Ordinance Enforcement Officer	\$43,800	\$51,651	\$56,579
Out-Of-District - Paid On-Call (POC) Firefighter	N/A	N/A	N/A
Paralegal, Legal Assistant	\$46,919	\$54,899	\$62,956
Park Ranger	\$29,424	\$34,854	\$40,283
Parks Director	\$79,974	\$112,707	\$142,337
Planning Department Transcriptionist	\$37,778	\$42,844	\$49,646
Planning Director	\$95,365	\$125,617	\$147,145
Public Works Project Manager	\$77,067	\$93,724	\$113,073
Receptionist	\$29,920	\$34,717	\$39,955
Resident Intern Firefighter	N/A	N/A	N/A
Seasonal Maintenance Person	\$24,397	\$27,498	\$30,948
Senior Accountant	\$66,628	\$78,729	\$89,202
Township Assessor	\$72,435	\$87,699	\$102,269
Township Attorney	N/A	N/A	N/A
Township Clerk	\$95,091	\$92,037	\$128,560
Township Engineer	\$111,670	\$135,020	\$158,370
Township Supervisor	N/A	\$62,482	N/A
Township Treasurer	\$102,007	\$105,499	\$133,552
Training & Safety Captain	\$82,073	\$86,975	\$91,876
Zoning Administrator	\$54,238	\$62,604	\$74,377

OSHTEMO CHARTER TOWNSHIP
KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION REGARDING
CLOSED SESSION OF MARCH 25, 2025**

WHEREAS, an employee has requested to meet with the Township Board in closed session to discuss a personnel performance evaluation; and

WHEREAS, Section 8 of the Open Meetings Act, 1976 PA 267, as amended, permits a public body to meet in closed session for personnel review if requested by the employee where the request has been made in writing; and

WHEREAS, the Board has received such a written request from an employee to meet in closed session.

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 25th day of March, 2025, to discuss said personnel matter.

Motion was made by _____ and seconded by _____, to adopt the foregoing Resolution.

Upon roll call vote the following voted "Aye":

The following voted "Nay":

The following were Absent:

The following Abstained:

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

STATE OF MICHIGAN)
) ss.
COUNTY OF KALAMAZOO)

I, Dusty Farmer, the duly appointed and acting Clerk of the Township of Oshtemo, certify that the foregoing constitutes a true and complete copy of a Resolution adopted at a regular meeting of the Oshtemo Charter Township Board held on March 25, 2025, which meeting was preceded by required notices under the Michigan Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted in favor of said Resolution; and that minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this ___ day of March, 2025.

Dusty Farmer, Clerk
Oshtemo Charter Township