

**GRAND RAPIDS CHARTER TOWNSHIP  
REGULAR TOWNSHIP MEETING  
1836 EAST BELTLINE N.E.**

**August 21, 2018  
7:00 p.m.**

**AGENDA**

1. Pledge of Allegiance.
2. Brief Public Comment. (Brief 2-3 minutes per person relating to agenda items).
- \*3. Approve minutes of the regular Township Board meeting of August 8, 2018.
- \*4. Consider bills to be paid.
- \*5. Consider adoption of Ordinance No. 521 & 522.
- \*6. Consider approval of a one year extension for the Forest Hills Preserve Planned Unit Development.
- \*7. Consider approval of the selection process for the Grand Rapids Township Fire Chief position.
8. Board Comments.
9. Public Comments. (Please limit comments to less than 5 minutes and state your name and address for the recording secretary)
10. Adjournment.

**GRAND RAPIDS CHARTER TOWNSHIP  
REGULAR TOWNSHIP BOARD MEETING  
August 8, 2018**

A meeting of the Grand Rapids Charter Township Board was called to order at 7:00 pm by Supervisor Michael DeVries. The meeting was held in the Township Hall. The following were present: Supervisor Michael DeVries, Clerk Edward Robinette, Treasurer David Van Dyke, and Trustees Vas Christopoulos, David Pierangeli, Lee Van Popering, and Philip Yeiter. There were 3 people in the audience.

**1. PLEDGE OF ALLEGIANCE.**

**2. BRIEF PUBLIC COMMENT.** There were none.

**REQUEST TO AMEND THE AGENDA:** Supervisor DeVries requested that Item 6 be withdrawn, to be considered at the August 21 Regular Board meeting. Clerk Robinette requested that the paychecks for election workers and the bill for delivery and return of election equipment be added to the bills to be paid. Lee Van Popering, seconded by Vas Christopoulos, moved approval of the amendments. The motion passed unanimously.

**3. APPROVE THE MINUTES OF THE REGULAR TOWNSHIP BOARD MEETING OF JULY 17, 2018.**

Lee Van Popering, seconded by David Pierangeli, moved approval of the minutes as presented. The motion passed unanimously.

**4. CONSIDER CASH DISBURSEMENTS.**

Lee Van Popering, seconded by Philip Yeiter, moved approval of the cash disbursements as presented. The motion passed unanimously.

**5. CONSIDER BILLS TO BE PAID.**

Lee Van Popering, seconded by Vas Christopoulos, moved approval of the bills as amended. The motion passed unanimously.

**6. CONSIDER ADOPTION OF ORDINANCES NO. 521 & 522, TO REZONE 50 CRAHEN AVE & 4445 FULTON ST TO O-PUD.**

This item was withdrawn from the agenda, to be considered at the August 21, 2018 regular board meeting.

**7. CONSIDER BID AWARD FOR THE DUNNIGAN WATERMAIN.  
a) CONSIDER APPROVAL OF THE RESOLUTION TO APPROVE MDOT CONTRACT, RE: KNAPP'S CORNER DRAIN.**

Lee Van Popering, seconded by David Pierangeli, moved approval of the bid award to Wyoming Excavators in the amount of \$771,638.00 and authorizes the Supervisor and Clerk to sign the Resolution. A roll call vote was taken.

AYES: Pierangeli, Robinette, Van Dyke, Van Popering, Christopoulos, DeVries

NAYS: None

ABSENT: None

The bid award is approved.

a) Lee Van Popering, seconded by Philip Yeiter, moved approval of the contract with MDOT regarding the Dunnigan Water Main and authorize the Supervisor and Clerk to sign the resolution on the behalf of the Township. A roll call vote was taken.

AYES: Robinette, Van Dyke, Van Popering, Yeiter, Christopoulos, DeVries, Pierangeli

NAYS: None

ABSENT: None

The resolution is approved.

**8. CONSIDER APPROVAL OF EDITS TO LIQUOR LICENSE RESOLUTION.**

Lee Van Popering, seconded by David Van Dyke, moved approval of the corrections to the liquor license as requested. The motion passed unanimously.

**9. CONSIDER APPROVAL OF THE TEMPORARY ROAD CLOSURE REQUEST FOR THE DIRTY DUEL TRAIL RACE.**

Lee Van Popering, seconded by Vas Christopoulos, moved approval of the request as presented. The motion passed unanimously.

**10. CONSIDER APPROVAL OF THE OUTDOOR ASSEMBLY PERMIT FOR THE WISE UP AWARDS BIKE-RUN-WALK.**

David Pierangeli, seconded by Vas Christopoulos, moved approval of the request as presented. The motion passed unanimously.

**11. CONSIDER APPROVAL OF THE REQUEST FROM THE RIGHT PLACE FOR SUPPORT OF ECONOMIC DEVELOPMENT.**

Lee Van Popering, seconded by David Pierangeli, moved approval of the request for \$6000.00 per year for 5 years for The Right Place. The motion passed unanimously.

**12. BOARD COMMENTS.** There were none.

**13. PUBLIC COMMENTS.** There were none.

**14. ADJOURNMENT.** The meeting was adjourned at 7:16 pm.

BD

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. COMCAST	10.66		
2. CONSUMERS ENERGY	8,561.03		
3. DTE ENERGY	134.77		
4. FLEET SERVICES - WEX BANK	467.93		
5. MARATHON FLEET - WEX BANK	651.67		
6. TDS METROCOM	378.22		
***TOTAL ALL CLAIMS***	10,204.28		

BD

BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. ABSOPURE WATER CO	73.50		
2. ADVANCE NEWSPAPERS	493.18		
3. AQUATIC DOCTORS LAKE MGMT	1,425.00		
4. BLUE CARE NETWORK OF MICHIGAN	5,551.99		
5. DESIGN EDGE	85.00		
6. EVERGREEN UNDERGROUND	40.25		
7. GENUINE PARTS CO-GRAND RA	3.05		
8. GREAT LAKES PAVING	3,560.00		
9. HEWITT, GREG	228.00		
10. K INVESTIGATIONS LLC	695.00		
11. KCI	519.18		
12. KENT COUNTY HEALTH DEPT	32.00		
13. KENT COUNTY ROAD COMMISSION	180,689.19		
14. KENT COUNTY TREASURER	30,997.15		
15. KENT RECORD MANAGEMENT INC	242.35		
16. KENTWOOD OFFICE FURNITURE	1,935.00		
17. LUSCIOUS LANDSCAPES	1,890.00		
18. MEEKHOF TIRE SALES & SERV	17.50		
19. MIKA MEYERS	11,077.00		
20. NETWORKFLEET, INC	56.85		
21. PLEUNE SERVICE COMPANY	480.00		
22. PLM LAKE & LAND MGMT CORP	1,007.13		
23. RIVER CITY WINDOW CLEANING LLC	300.00		
24. ROCKFORD AMBULANCE	685.00		
25. ROTHWELL, JULIA	40.34		
26. SHELDON CLEANERS	56.90		
27. TECH MASTERS	1,537.97		
***TOTAL ALL CLAIMS***	243,718.53		

BD

BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. ANDRUS, ELIZABETH	219.00		
2. ANDRUS, RUTH	304.00		
3. ATKINSON, SUSAN	304.00		
4. AUSTIN, MARY ELIZABETH	219.00		
5. AVERY, CHRISTINE	234.00		
6. AVERY, MICHAEL	186.00		
7. BARSY-ECKMAN, CHRISTINE	219.00		
8. BOWMAN, CHANDRA	186.00		
9. BRINKMAN, BARBARA	219.00		
10. CLARY, KARA	219.00		
11. CUCINELLA, BECKY	208.00		
12. DEYOUNG, CHERYL ALANA	164.00		
13. DEYOUNG, MARCIA KAY	164.00		
14. DEYOUNG, RONALD JAY	164.00		
15. DROLEMA, BARBARA	290.00		
16. DUYSER, BRENDA	300.00		
17. EDGERLY, MADELINE	219.00		
18. EDGERLY, SUSAN	219.00		
19. FANSLER, ARVID	120.00		
20. FANSLER, PAM	120.00		
21. FETTIG, MICHAEL	304.00		
22. FISCHER, SUZANNE	208.00		
23. FORD, BARBARA	276.00		
24. FORD, EVAN	219.00		
25. FORD, GEOFFREY	219.00		
26. FORD, PETER	208.00		
27. FORWOOD, PAMELA	164.00		
28. FRANTZ, GARY	300.00		
29. FRANTZ, JUDITH	304.00		
30. GOODSPEED, BECKY	219.00		
31. HENDRICKS, HEATHER	290.00		
32. HENDRICKS, KALEIGH	208.00		
33. HILGENBERG, ALICE JANE	314.00		
34. KNOLL, DEBORAH	290.00		
35. KNOLL, MACKENZIE	208.00		
36. KOPP, SANDY	304.00		
37. KOPP, TERRY	314.00		
38. LAFRENIER, RENEE	208.00		
39. LAMPTON, DIANA	234.00		
40. LANNING, GRACE	219.00		
41. LOMONACO, PATRICIA ANN	219.00		
42. LOWELL, KATHLEEN	219.00		
43. LOWELL, MEGAN	219.00		
44. MGS GROUP, LLC	1,900.00		
45. NELSON, JENIFER LOUISE	219.00		
46. NOAH, ELIZABETH ANN	219.00		
47. OARD, VIRGINIA	208.00		
48. POOL, LINDA	164.00		
49. PORTER, SUSAN RAE	208.00		
50. PRESTON, MAE	208.00		

BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
51. REAMSMA, NANCY	300.00		
52. RITZ, MICHELLE	304.00		
53. SCHOUTEN, JOYCE	219.00		
54. SEYFFERT, LUANNA	314.00		
55. STEFFENS, JAMES	219.00		
56. SYKES, PATRICIA	314.00		
57. TAYLOR, MARGARET	208.00		
58. TELLAM, FAY JOYCE	219.00		
59. TELLAM, JAMES	33.00		
60. THOMPSON, ANGELA	219.00		
61. THOMPSON, JOY	208.00		
62. TRIERWEILER, NANCY	290.00		
63. UDELL, CORINNE A	219.00		
64. VANBRABANT, MONIQUE	304.00		
65. WALLACE, BONNIE	304.00		
66. WALTERS, DIANE	219.00		
67. WALTERS, LARRY	219.00		
68. ZASKOWSKI, JUDITH	300.00		

\*\*\*TOTAL ALL CLAIMS\*\*\*

17,482.00

MICHAEL J. DeVRIES  
SUPERVISOR

EDWARD J. ROBINETTE  
CLERK

DAVID A. VAN DYKE  
TREASURER



LEE VANPOPERING  
TRUSTEE

DAVID M. PIERANGELI  
TRUSTEE

PHILIP D. YEITER  
TRUSTEE

VASILIKI CHRISTOPOULOS  
TRUSTEE

August 21, 2018

Item # 5

TO: Grand Rapids Charter Township Board of Trustees  
FROM: Michael J. DeVries  
Township Supervisor  
RE: Approval of Ordinance No. 521 & 522

RECOMMENDATION

Consider adoption of Ordinance No. 521 & 522.

BACKGROUND

See attached ordinances.



**CHARTER TOWNSHIP OF GRAND RAPIDS**

**COUNTY OF KENT, MICHIGAN**

At a regular meeting of the Township Board of the Charter Township of Grand Rapids, held in the Township Hall, 1836 East Beltline Avenue, N.E., Grand Rapids, Michigan, on the \_\_\_\_ day of \_\_\_\_\_, 2018, at 7:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following ordinance was offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

**ORDINANCE NO. 521**

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CHARTER TOWNSHIP OF GRAND RAPIDS**

**[BDR, Inc. – 50 Crahen Ave.]**

THE CHARTER TOWNSHIP OF GRAND RAPIDS ORDAINS:

Section 1. Planned Unit Development. The Zoning Ordinance of the Charter Township of Grand Rapids is hereby amended by the amendment of Section 3.3 thereof, the zoning map, so as to rezone the following described lands from the C-2 Suburban Office District to the O-PUD Office Planned Unit Development District, in accordance with the Final Development Plan for 50 Crahen Ave. submitted by BDR, Inc., subject to all of the terms and conditions of this Ordinance:

Part of the Northeast one-quarter and part of the Southeast one-quarter of Section 25, Town 7 North, Range 11 West, Grand Rapids Township, Kent County, Michigan, described as: Commencing at the center one-quarter Corner of said Section 25; thence North 00°34'59" East 426.61 feet along the North-South One-quarter line of said Section; thence South 64°47'54" East 55.00 feet along the Southerly line of the Grand Rapids Eastern Railroad right-of-way line to the place of beginning; thence South 64°47'54" East 907.51 feet along said railroad right-of-way line; thence South 71°45'29" West 189.82 feet along the Northerly right-

of-way line of Highway M-21 (Fulton Street, a public right-of-way); thence North 87°12'27" West 169.70 feet; thence Northwesterly 164.00 feet on a 528.59 foot radius curve to the left, the chord of which bears North 64°59'00" West 163.34 feet; thence North 73°52'18" West 135.94 feet; thence Northwesterly 298.08 feet on a 277.45 foot radius curve to the right, the chord of which bears North 43°05'35" West 283.95 feet; thence North 00°34'59" East 123.39 feet along the East right-of-way line of Crahen Avenue (a 100.00 foot wide public right-of-way) to the place of beginning.

In the case of conflicts or discrepancies between any part of the Development Plan and the terms of this Ordinance, this Ordinance shall control.

Section 2. Conditions on the Planned Unit Development. The rezoning of the above-described lands to the OR-PUD District, in accordance with the Development Plan for the Planned Unit Development at 50 Crahen Avenue (the "Development"), is expressly subject to all of the following terms and conditions:

(a) Development Plan. The Development shall comply in all respects with the Development Plan (the "Plan") with a last revision date of March 2, 2018, except where the Plan has been changed, revised or modified by this Ordinance or pursuant to Section 13.16 of the Zoning Ordinance. The provisions of this Ordinance shall control, except as to matters modified by subsequent review of the Township, in which case such modification shall control.

(b) Land Uses. Except as stated in (c) of this Section 2, the Development shall be constructed and used only for those uses permitted in the O-PUD District, according to Section 18.2 of the Township Zoning Ordinance, or those permitted with special authorization if such authorization is subsequently obtained, together with off-street parking areas, driveways, landscaping, signage, open space and other associated uses, as shown on the Plan, but subject to the requirements of this Ordinance.

(c) The Development shall not include a medical or dental office building or medical or dental clinic building, nor shall any part of a building be used for such purposes, unless prior thereto the applicant or other party in interest applies to the Planning Commission

for approval of such use and, further, unless the Planning Commission then approves such use including, if approved, any terms and conditions of such approval. Any such application shall be considered at a public meeting of the Planning Commission; a public hearing need not be held unless the Commission elects to do so. In determining whether to approve such use, the Planning Commission shall consider and apply the standards for planned unit development (PUD) recommendation stated in Section 13.13 of the zoning ordinance.

(d) Buildings.

(1) The Development may consist of two buildings for permitted uses (but the use of such buildings shall be limited as stated in Section 2(c) above), and having approximately 16,128 square feet of gross floor area each.

(2) The buildings shall not exceed a height of 35 feet and shall have the setbacks from the property lines as shown on the Plan.

(e) Site Access and Off-Street Parking.

(1) Access to the building shall be from Crahen Avenue, as shown on the Plan, subject to the approval of the Kent County Road Commission.

(2) The off-street parking areas, including all maneuvering lanes, shall be located as shown on the Plan and shall be constructed with materials equal to or better than the standards established by the Kent County Road Commission for commercial driveways.

(3) The off-street parking areas and internal access drives shall be maintained in good condition, free from dust, trash and debris.

(4) The number of off-street parking spaces provided, being 73 spaces for the southeasterly building and 92 spaces for the northwesterly building, for a total of 165 off-street parking spaces for both buildings, shall be as shown on the Plan.

(5) The width and length of the parking spaces, the width of the maneuvering aisle and the total width of the maneuvering aisle and the parking spaces on either side shall be as indicated on the Plan.

(6) All other aspects of the off-street parking area shall comply with Chapter 28 of the Zoning Ordinance.

(7) The minimum 25-foot setback between the off-street parking lot and the Crahen Avenue right-of-way shall be landscaped in the manner and to the extent shown on the landscape plan submitted, subject to final approval by the Site Plan Review Committee.

(8) Landscaping shall be provided within the off-street parking lot by means of landscaping within corners of the parking lot, as shown on the landscape plan, subject to final approval by the Site Plan Review Committee.

(f) Drive-up Window.

(1) The building located in the southeasterly part of the property may include a drive-up window for a financial institution, upon verification by the Site Plan Review Committee that the drive-up window or automatic teller is physically integrated with the building. Free-standing automatic teller machines are not permitted.

(2) Not less than four onsite waiting spaces shall be provided for each drive-up window or automatic teller and a bypass lane shall be provided as shown on the Plan, subject to the final approval of the Site Plan Review Committee.

(g) Sidewalks/Bicycle Path. A five-foot-wide paved sidewalk or paved bicycle path shall be installed along the entire Crahen Avenue frontage of the property, within the Crahen Avenue right-of-way, if such location is permitted by the County Road Commission. The sidewalk/bicycle path shall be public, and shall be constructed with specifications consistent with those of sidewalks/bicycle paths elsewhere in the Township; the Site Plan Review

Committee shall determine whether a sidewalk or, alternatively, a bicycle path, shall be installed. If the installation of a sidewalk/bicycle path within the Crahen Avenue right-of-way is not permitted by the County Road Commission, then the sidewalk/bicycle path shall be installed within the described lands, along the Crahen Avenue right-of-way line; in such a case, the applicant and all other parties having an interest in that part of the subject property within which the sidewalk/bicycle path is to be located, including mortgagees and other lien holders, shall grant and convey to the Township an easement for sidewalk/bicycle path and utility purposes, as to all parts of the sidewalk/bicycle pathway located outside of the public right-of-way. Such easement shall be of such width as is consistent with other similar sidewalks/bicycle paths within the Township, and it shall otherwise comply with applicable Township specifications. Any such easement shall be submitted to the Township attorney, and shall be subject to the attorney's approval prior to being recorded with the Register of Deeds.

(h) Sanitary Sewer System and Water Supply.

(1) Prior to occupancy, the buildings in the Development shall be connected to the public water supply system and the public sanitary sewer system.

(2) All necessary sanitary sewer mains shall be installed, and water and sewer and connections made, according to Township and City of Grand Rapids specifications, at the expense of the applicant, and those located within public rights-of-way shall be dedicated to the public upon completion. All aspects of the sanitary sewer system and water supply system shall be subject to the approval of the Township's and/or City's engineers and shall comply with applicable ordinances and regulations.

(3) The applicant shall obtain Township approval of the connection of the building in the Development to the public sanitary sewer system and the public water supply system, in accordance with Township ordinances.

(i) Storm Water Drainage.

(1) The applicant shall prepare and submit a storm water drainage plan. The storm water drainage plan and the design, construction and operation of the storm water drainage system shall comply in all respects with the Township Storm Water Ordinance. The drainage plan and the storm water drainage system for the Development shall be reviewed by the Township engineer and shall be subject to the engineer's approval, under the terms of the Storm Water Ordinance. A Township storm water permit shall be required.

(2) The use of the surface water drainage system in the Development and the discharge of waters from the storm sewer system, and other elements of the surface water drainage system, shall be accomplished so as to have no significant adverse effect upon the Development lands, or upon adjacent or nearby lands or surface waters, by reason of flooding, erosion, pollution or otherwise.

(j) Utilities. Natural gas service, electrical service, telephone and similar services to the Development shall be by means of underground facilities.

(k) Soil Erosion and Sedimentation Control. In the construction and use of the Development, the applicant shall comply in all respects with any required soil erosion and sedimentation control permit. A copy thereof shall be submitted to the Township.

(l) Landscaping and Screening.

(1) Landscaping shall be provided and maintained in accordance with the landscape plan submitted by the applicant, subject to final approval of the Site Plan Review Committee, under Chapter 29 of the Zoning Ordinance.

(2) The refuse dumpster shall be located as shown on the Plan approved by the Site Plan Review Committee, and shall be screened as required by this

ordinance; in addition, any exterior mechanical equipment shall be reasonably screened from view.

(m) Outdoor Lighting.

(1) Unless waived by the Site Plan Review Committee, the applicant shall submit a lighting and photometric plan to verify whether the outdoor lighting requirements of the Zoning Ordinance will be satisfied by the outdoor lighting as installed and placed in operation. Lighting shall be subject to final approval by the Site Plan Review Committee in accordance with the Ordinance and sound site planning principles.

(2) Outdoor lighting on the site shall have automatic timing devices whereby such lighting shall be turned off entirely at generally the close of business for the occupants of the permitted buildings. Nighttime lighting shall not be permitted, except that reasonable security lighting may be maintained during nighttime hours. The characteristics and extent of such security lighting shall be subject to the approval of the Site Plan Review Committee.

(3) The Site Plan Review Committee shall consider whether street lighting along the adjacent portion of Crahen Avenue is necessary for public safety, in view of the anticipated extent of motor vehicle traffic during nighttime hours and in consideration of other factors pertaining to public safety.

(n) Signage.

(1) One ground sign, up to 60 square feet in area, or, alternatively, two ground signs of up to 60 square feet each, may be located at the frontage of the Development as shown on the Plan; such sign or signs shall be subject to the maximum sign-area limitation stated below in this subparagraph. Each building may have wall signs of the maximum size permitted by Chapter 30 of the Zoning Ordinance; provided, however, that there shall be a maximum sign

area of 180 square feet in total for all of the ground signs and all of the wall signs within the Development. All signage shall otherwise comply with the sign requirements for land uses in the O-PUD District.

(2) The applicant shall submit an accurate drawing of the proposed signage, which shall be subject to the approval of the Site Plan Review Committee, consistent with Township ordinance requirements. Signs shall have no changeable copy, nor shall signs include any digital or electronic messages or features. If signs are to be illuminated, the Site Plan Review Committee shall determine the permitted type and extent of illumination, whether internal illumination or narrowly focused external illumination.

(o) Fire Protection. The design, layout and construction of the Development shall be reviewed by the Township Fire Chief as to matters of public safety, emergency access and sufficiency of the fire protection water supply. The recommendations of the Fire Chief on these matters shall be complied with by the applicant, including but not limited to the requirements specified by the Fire Chief for emergency vehicle circulation on the site and for access to the site.

(p) Phasing.

(1) The two buildings shown on the plan may be constructed at different times, at the option of the Developer.

(2) The Developer shall present a phasing plan for review and approval by the Site Plan Review Committee. The plan shall demonstrate that, for the first building to be constructed, all necessary features required to support that building will be provided, including but not limited to sufficient parking, access, public water and sewer, pedestrian access, landscaping and lighting.



(3) When the second building is proposed to be constructed, it shall be subject to site plan review by the Site Plan Review Committee to determine compliance with this Ordinance and other provisions of the Township Zoning Ordinance.

(q) Motor Vehicle Traffic. The zoning administrator shall obtain from the traffic safety director of the County Road Commission the traffic generation study or similar traffic study or analysis prepared by the Road Commission or on its behalf with respect to the realignment of Crahen Avenue at the location of the described lands. Any such studies and/or analyses shall be submitted to the Site Plan Review Committee for its review. In evaluating the likely traffic generation occurring as a result of the permitted uses in the Development, the Committee shall give strong consideration to safe traffic conditions along that part of Crahen Avenue adjacent to and near the Development, in view of nearby residential land uses and other related land use factors likely to affect traffic safety along the described portion of Crahen Avenue.

(r) Other Matters.

(1) The Development shall comply in all respects with the provisions of Chapter 18, covering the O-PUD District, except as to such provisions which are modified or waived by the terms of this Ordinance.

(2) The applicant shall comply with the requirements of the Township engineer as stated in the engineer's letter of April 26, 2018 with respect to the Development, consistent with the terms of this Ordinance and other applicable Township ordinances with respect to sanitary sewer service, public water supply, storm water management and disposal, site access and grading and other matters addressed by the Township engineer in such correspondence or other reports.

Section 3. Township Board Findings. The Township Board determines that this rezoning satisfies the purposes of the O-PUD District, as stated in Section 18.1 of the Zoning Ordinance, including but not limited to the following:

(a) Development of these lands under the O-PUD regulations will result in a recognizable and substantial benefit to the ultimate users of the project and to the community where such a benefit would otherwise be unfeasible or unlikely to be achieved.

(b) Development of these lands under the O-PUD regulations will not result in a material increase in the need for public services, facilities and utilities or place a material burden upon the subject or surrounding land or the natural environment.

(c) Development of these lands under the O-PUD regulations would be generally compatible with the Township Comprehensive Land Use Plan and would be consistent with Chapter 13 of the Zoning Ordinance, pertaining to planned unit developments.

(d) Development of these lands under the O-PUD regulations will not result in significant adverse effects upon nearby or adjacent lands, and will not change the essential character of the surrounding area.

(e) Development of these lands under the O-PUD regulations will be designed and laid out to preserve natural resources and natural features to the fullest extent possible, in accordance with the requirements of this ordinance and final approval by the Site Plan Review Committee.

Section 4. Enforcement.

(a) The Township may enforce the provisions of this ordinance and applicable provisions of the Zoning Ordinance, building code and other ordinances, laws and regulations to the extent and in any manner provided by law. In the event that the applicant shall fail to carry out, either at all or on a timely basis, any provision or requirement of this ordinance or other

applicable law, ordinance or regulation, the Township may through its building inspector or other Township agency issue and post a stop work order at the site of any improper or non-complying part of the Development, directing that all further construction of such part of the Development be ceased forthwith, pending compliance with any applicable provisions of this ordinance or of Township ordinances, regulations or state laws.

(b) Upon the issuance of any stop work order, the applicant shall comply fully therewith without delay. Upon the correction of any matters as to which the stop work order was issued, the Township shall promptly rescind and remove the stop work order, whereupon the applicant may again proceed with construction or other permissible activity as to the Development. The issuance and posting of any stop work order shall not be an exclusive remedy, but may be undertaken by the Township in addition to all other lawful means of enforcement.

Section 5. Publication/Effective Date. This Ordinance shall become effective seven days after its publication or seven days after the publication of a summary of its provisions in a local newspaper of general circulation.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ORDINANCE DECLARED ADOPTED.

\_\_\_\_\_  
Michael J. DeVries, Supervisor  
Charter Township of Grand Rapids

\_\_\_\_\_  
Edward J. Robinette, Clerk  
Charter Township of Grand Rapids

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Ordinance Becomes Effective: \_\_\_\_\_

STATE OF MICHIGAN     )  
  ) ss.  
COUNTY OF KENT         )

I hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the Township Board of the Charter Township of Grand Rapids at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

\_\_\_\_\_  
Edward J. Robinette, Clerk  
Charter Township of Grand Rapids

**CHARTER TOWNSHIP OF GRAND RAPIDS**

**COUNTY OF KENT, MICHIGAN**

At a regular meeting of the Township Board of the Charter Township of Grand Rapids, held in the Township Hall, 1836 East Beltline Avenue, N.E., Grand Rapids, Michigan, on the \_\_\_\_ day of \_\_\_\_\_, 2018, at 7:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following ordinance was offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

**ORDINANCE NO. 522**

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CHARTER TOWNSHIP OF GRAND RAPIDS**

**[4445 Fulton St. O-PUD]**

THE CHARTER TOWNSHIP OF GRAND RAPIDS ORDAINS:

Section 1. Planned Unit Development. The Zoning Ordinance of the Charter Township of Grand Rapids is hereby amended by the amendment of Section 3.3 thereof, the zoning map, so as to rezone the following described lands from the C-2 Suburban Office District to the O-PUD Office Planned Unit Development District, in accordance with all of the terms and conditions of this Ordinance:

Part of E 1/2 of Sec com 89.90 ft S 0d 34m 55s W along N&S 1/4 line from cen of Sec th Ely 210.0 along a 230 ft rad curve to Lt /long chord bears N 61d 55m 04s E 203.40 ft/ th SEly 47.25 ft along a 383.45 ft rad curve to Lt /long chord bears S 70d 08m 50s E 47.22 ft/ th S 73d 52m 18s E 135.94 ft th SEly 56.33 ft along a 442.59 ft rad curve to Rt /long chord bears S 70d 13m 31s E 56.29 ft/ th S 30d 28m 51s W 101.85 ft to Nly line of Fulton St th S 71d 45m 29s W along sd Nly line 429.37 ft th N 0d 34m 55s E 199.68 ft th S 89d 17m 39s E 39.79 ft th Ely 10.22 ft along a 230 ft rad curve to Lt /long chord bears N 89d 25m 59s E 10.22 ft/ to beg

Section 2. Conditions on the Planned Unit Development. The rezoning of the above-described lands to the OR-PUD District is expressly subject to all of the following terms and conditions:

(a) Land Uses. The lands herein rezoned may be used for the purposes permitted in the O-PUD District, including those permitted with special authorization if such authorization is subsequently obtained, under the terms of Chapter 18 of the Township Zoning Ordinance, together with off-street parking areas, driveways, landscaping, signage, open space and other associated uses.

(b) Future Development – Site Plan Review. If any building, structure or use is hereafter constructed on the lands herein rezoned, the building and associated improvements shall be subject to site plan review by the Planning Commission in accordance with this ordinance and the applicable provisions of the Township zoning ordinance.

(c) Sanitary Sewer and Water.

(1) Each new building on the lands herein rezoned shall be connected to public water and public sewer, prior to occupancy.

(2) Any necessary sanitary sewer or water main shall be installed, and water and sewer connections made, according to Township or City of Grand Rapids specifications, as applicable, at the expense of the applicant, and any connections located in the public rights-of-way shall be dedicated to the public upon completion. All aspects of the sanitary sewer system and water supply system shall be subject to the approval of the Township's and/or City's engineers, and shall comply with applicable ordinances and regulations.

(d) Site Access and Off-Street Parking.

(1) Motor vehicle access to the site shall be from Crahen Avenue, at a location approved by the Planning Commission.

(2) In considering the permitted motor vehicle access to the site, the Planning Commission shall also consider whether a no-through-traffic sign shall be posted and maintained at the intersection of Crahen Avenue and Aspen Trails, to prevent or reduce through traffic from the site to and through Aspen Trails, in view of the detached residential buildings served by Aspen Trails. If the Commission determines that such signage should be posted, it shall request that the Road Commission approve and install the sign.

(3) The number of parking spaces and parking lot layout shall be as provided in Chapter 28 of the zoning ordinance with respect to off-street parking and loading. All provisions for parking lot setbacks, landscaping and buffering shall be as required by the provisions of this zoning ordinance.

(e) Buildings. All buildings shall comply with setback requirements determined by the Planning Commission, which is hereby delegated authority to determine setbacks based on the application of site planning criteria to achieve integration of the project with the characteristics of the area based on the factors set forth in Section 18.4 of the Ordinance. Building height shall not exceed 35 feet.

(f) Sidewalks.

(1) The Planning Commission may require that a five-foot-wide paved public sidewalk shall be installed across some or all of the frontage of the site as it is developed.

(2) Any public sidewalk shall be constructed with specifications consistent with those of sidewalks elsewhere in the Township, or as the Planning Commission may otherwise permit. The applicant and all other parties having an interest in the lands within which the sidewalk is to be located, including mortgagees and other lien holders, shall grant and convey to the Township an easement for sidewalk and utility purposes, as to all parts of the sidewalk, if any, located outside

of the existing public right-of-way. Any easement shall be submitted to the Township attorney and shall be subject to the attorney's approval prior to being recorded with the Register of Deeds.

(g) Storm Water Drainage.

(1) The storm water drainage plan and the design, construction and operation of the storm water drainage system shall comply in all respects with the Township Storm Water Ordinance. The drainage plan and the storm water drainage system for the Development shall be reviewed by the Township engineer and shall be subject to the approval of the Planning Commission, upon the engineer's recommendation, under the terms of the Storm Water Ordinance. A Township storm water permit shall be required.

(2) The use of the surface water drainage system in the Development and the discharge of waters from the storm sewer system, and other elements of the surface water drainage system, shall be accomplished so as to have no significant adverse effect upon the Development lands, or upon adjacent or nearby lands or surface waters, by reason of flooding, erosion, pollution or otherwise.

(h) Utilities. Natural gas service, electrical service, telephone and similar services to the Development shall be by means of underground facilities.

(i) Soil Erosion and Sedimentation Control. In the construction and use of the Development, the applicant shall comply in all respects with any required soil erosion and sedimentation control permit. A copy thereof shall be submitted to the Township.

(j) Landscaping and Screening.

(1) Landscaping shall be provided and maintained in accordance with a landscape plan submitted as the site is developed. The landscape plan shall comply with Chapter 29 of the Zoning Ordinance, and shall be subject to the approval of the Planning Commission.



(2) Any refuse dumpster shall be located and screened as required by the Zoning Ordinance, in accordance with the approval of the Planning Commission, and any exterior mechanical equipment shall be reasonably screened from view.

(k) Outdoor Lighting. Unless waived by the Planning Commission, the applicant shall submit a lighting or photometric plan to verify whether the outdoor lighting requirements of the Zoning Ordinance have been satisfied by the outdoor lighting as installed and placed in operation. Lighting shall be subject to final approval by the Planning Commission in accordance with this Ordinance and sound site planning principles.

(l) Signage. All signage shall comply with the sign requirements for land uses in the O-PUD District as stated in Chapter 30.

(m) Fire Protection. The design, layout and construction of a proposed site shall be reviewed by the Township Fire Chief as to matters of public safety, emergency access and sufficiency of the fire protection water supply. The recommendations of the Fire Chief on these matters shall be complied with, including but not limited to the requirements specified by the Fire Chief.

(n) Other Matters. The site shall comply in all respects with the provisions of Chapter 18, covering the O-PUD District, except as to such provisions in those chapters which are modified or waived by the terms of this Ordinance.

(o) Verification of Compliance. The Planning Commission may, following review, delegate final verification of compliance with this ordinance to the zoning administrator, or it may delegate the same to the Site Plan Review Committee. The Planning Commission may refer other site plan matters to the Site Plan Review Committee as well.

(p) Planning Commission Review of Site Plan(s).

(1) Upon submission of a complete site plan for the development of the described lands, whether in whole or in part, the site plan shall be forwarded to the Planning Commission for its review in accordance with this ordinance. Such review shall take place at a public meeting, but publication of notice of the meeting shall not be required, unless the Planning Commission elects to publish such notice in a local newspaper circulating in the Township; provided, however, that in any event, notice of the date, time, place and purpose of the Planning Commission meeting regarding such site plan review shall be given by ordinary U.S. mail, at least 15 days prior to the Planning Commission meeting, to the owners of all lands within 300 feet of the described lands, as the names and addresses of such owners are shown in the then current Township tax assessment roll.

(2) Following its review of the site plan, whether for the entire site or part thereof, the Planning Commission shall approve the site plan, reject the plan or approve the plan with conditions.

Section 3. Township Board Findings. The Township Board determines that this rezoning satisfies the purposes of the O-PUD District, as stated in Section 18.1 of the Zoning Ordinance, and the standards for approval of all PUDs, including but not limited to the following:

(a) Development of these lands under the O-PUD regulations will result in a recognizable and substantial benefit to the ultimate users of the project and to the community where such a benefit would otherwise be unfeasible or unlikely to be achieved.

(b) Development of these lands under the O-PUD regulations will not result in a material increase in the need for public services, facilities and utilities or place a material burden upon the subject or surrounding land or the natural environment.

(c) Development of these lands under the O-PUD regulations would be compatible with the Township Comprehensive Land Use Plan and would be consistent with Chapter 13 of the Zoning Ordinance, pertaining to planned unit developments.

(d) Development of these lands under the O-PUD regulations will not result in significant adverse effects upon nearby or adjacent lands, and will not change the essential character of the surrounding area.

(e) Development of these lands under the O-PUD regulations will be designed and laid out to preserve natural resources and natural features to the fullest extent possible, in accordance with the requirements of this ordinance and approval of subsequent development by the Planning Commission.

Section 4. Enforcement.

(a) The Township may enforce the provisions of this ordinance and applicable provisions of the Zoning Ordinance, building code and other ordinances, laws and regulations to the extent and in any manner provided by law. In the event that the applicant shall fail to carry out, either at all or on a timely basis, any provision or requirement of this ordinance or other applicable law, ordinance or regulation, the Township may through its building inspector or other Township agency issue and post a stop work order at the site of any improper or non-complying part of the Development, directing that all further construction of such part of the Development be ceased forthwith, pending compliance with any applicable provisions of this ordinance or of Township ordinances, regulations or state laws.

(b) Upon the issuance of any stop work order, the applicant shall comply fully therewith without delay. Upon the correction of any matters as to which the stop work order was issued, the Township shall promptly rescind and remove the stop work order, whereupon the applicant may again proceed with construction or other permissible activity as to the Development.

The issuance and posting of any stop work order shall not be an exclusive remedy, but may be undertaken by the Township in addition to all other lawful means of enforcement.

Section 5. Publication/Effective Date. This Ordinance shall become effective seven days after its publication or seven days after the publication of a summary of its provisions in a local newspaper of general circulation.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ORDINANCE DECLARED ADOPTED.

\_\_\_\_\_  
Michael J. DeVries, Supervisor  
Charter Township of Grand Rapids

\_\_\_\_\_  
Edward J. Robinette, Clerk  
Charter Township of Grand Rapids

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Ordinance Becomes Effective: \_\_\_\_\_

STATE OF MICHIGAN     )  
  ) ss.  
COUNTY OF KENT        )

I hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the Township Board of the Charter Township of Grand Rapids at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

\_\_\_\_\_  
Edward J. Robinette, Clerk  
Charter Township of Grand Rapids

MICHAEL J. DeVRIES  
SUPERVISOR

EDWARD J. ROBINETTE  
CLERK

DAVID A. VAN DYKE  
TREASURER



LEE VANPOPERING  
TRUSTEE

DAVID M. PIERANGELI  
TRUSTEE

PHILIP D. YEITER  
TRUSTEE

VASILIKI CHRISTOPOULOS  
TRUSTEE

Item #   6  

August 21, 2018

TO: Grand Rapids Charter Township Board of Trustees

FROM: Michael J. DeVries  
Township Supervisor

RE: Forest Hills Preserve Planned Unit Development Extension

### RECOMMENDATION

Consider approval of a one year extension for the Forest Hills Preserve PUD to begin construction.

### BACKGROUND

The Forest Hills Preserve PUD was approved 2 years ago and due to market conditions has not begun construction. The applicant has requested a one year extension for the project.

The Forest Hills Preserve PUD project is an apartment development of all larger 2 bedroom units located just west of I-96, on the north side of Knapp Street.

4. **Expiration of Plan Approvals and Commencement of Construction.**

a. A final development plan shall expire six months after the Planning Commission has held a Public Hearing and made a recommendation to the Township Board unless the first phase of the project, or the entire property in the PUD if development does not occur in phases, is submitted to the Township Board for final approval.

Section 13.15.4.b.

b. Construction shall commence and proceed meaningfully toward completion within two years after the effective date of the PUD rezoning by the Township Board for the first phase of the project, or the entire property in the PUD if development does not occur in phases. If construction is not commenced within the applicable two-year period, approval of the final development plan shall lapse, any building permits issued for the PUD shall be void and the Planning Commission may initiate proceeding to rezone the subject property. Upon good cause shown, the Township Board may extend the time for one additional year if the applicant requests an extension prior to the expiration of the two-year period.

5. **Construction in Compliance with Final Development Plan.** Any building permit issued for construction pursuant to PUD rezoning shall be valid only so long as there is compliance with the final development plan as accepted by the Township Board. Any deviation from that plan shall operate to automatically invalidate the building permit and shall be a violation of this Ordinance.

**Section 13.16. Changes to an Approved PUD.**

1. An approved final development plan and any conditions imposed upon final PUD approval shall not be changed except upon the mutual consent of the Township Board and the applicant, and as otherwise provided by this section.

2. Except for changes determined to minor changes as provided by Section 13.16.3, changes to an approved final development plan or to any conditions imposed on final PUD approval shall be reviewed and approved, approved with conditions, or denied by the Planning Commission and the Township Board pursuant to the procedures provided by this chapter for an original request for PUD approval.

3. Minor changes to a final development plan may be approved by the Zoning Administrator without review and approval by the Planning Commission and the Township Board. For purposes of the section, “minor changes” means changes which meet the following qualifications:

a. For residential buildings, a reduction or increase by not more than 5 percent in the size of structures, provided that there is no increase in the number of dwelling units.

Kara Hammond  
Grand Rapids Township  
1836 East Beltline Ave NE  
Grand Rapids, MI 49525

Dear Kara,

Please accept this letter as the application asking for a one year extension for the Forest Hills Preserve located on Knapp Street.

Thank you,

A handwritten signature in blue ink, appearing to be "Steve Nicolas", written in a cursive style.

Steve Nicolas

MICHAEL J. DeVRIES  
SUPERVISOR

EDWARD J. ROBINETTE  
CLERK

DAVID A. VAN DYKE  
TREASURER



LEE VANPOPERING  
TRUSTEE

DAVID M. PIERANGELI  
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PHILIP D. YEITER  
TRUSTEE

VASILIKI CHRISTOPOULOS  
TRUSTEE

Item # 7

August 21, 2018

TO: Grand Rapids Charter Township Board of Trustees

FROM: Michael J. DeVries  
Township Supervisor

RE: Grand Rapids Township Fire Chief selection process

### RECOMMENDATION

Consider approval of the selection process for the Grand Rapids Township Fire Chief position.

### BACKGROUND

Chief Versluys had notified GRT of his desire to retire when he was appointed Chief, 3 years ago. The attached selection process is a recommended alternative to the GRT Personnel Policy to review interested internal applicants first.



## CHAPTER II

### EMPLOYEE SELECTION

**Section 2.0. Employee Selection.** The Township Board is responsible for the selection, employment, and discharge of all employees of the Township. When a permanent full-time or regular part-time job or vacancy occurs in a Township position, notice of the job or vacancy shall be posted on the outside public bulletin board at the Township Office and advertised by such other means as deemed appropriate by the Township Supervisor. Individuals interested in the position may file a written application by the deadline established in the vacancy notification. The Township Board shall give due consideration to all applicants for the permanent vacancy, including applications from non-Township employees. The applicant considered by the Township Board to be the best qualified shall be awarded the permanent vacancy, but the Township reserves the right to determine that none of the applicants are qualified and leave the position open or to seek further applicants.

**Section 2.1. Job Classification.** Written job descriptions are maintained for all job classifications. Each job description includes a classification title, a general statement of normal duties and responsibilities, a listing of the position's essential functions, a statement of the qualification requirements of the position and a determination whether the position is required to be paid overtime under the FLSA. The Township Supervisor periodically reviews and updates job descriptions.

**Section 2.2. Categories of Employment.** In addition to an employee's job classification, employees are categorized as follows:

1. **Full-time employee:** A full-time employee is an employee hired to fill regularly established positions which are scheduled at least 40 hours per week, 52 weeks a year and any elected official with administrative duties.



## **FIRE CHIEF**

### Selection Process

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Notice the Grand Rapids Township Fire staff of the opportunity to submit a letter of intent and resume.

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Schedule applicant's interviews with the Grand Rapids Township Personnel Committee.

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Personnel Committee will evaluate applicants for the qualifications as stated in the job description and impressions from the interviews.

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Personnel Committee will then inform the Grand Rapids Township Board of their intent to recommend an internal candidate, or expand the search.

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### **SELECTION TIME LINE:**

Notice to Fire Department Personnel	Early September
Receipt of Applications	Mid-September
Personnel Committee Interviews	Early October
Personnel Committee Decision	Early October

## GRAND RAPIDS CHARTER TOWNSHIP

### POSITION DESCRIPTION

**Title:** Fire Chief  
**Department:** Administration  
**Employment Status:** Exempt

#### **BROAD STATEMENT OF RESPONSIBILITIES:**

To plan, administer and coordinate a Township Fire Department. To coordinate and direct general operation duties and personnel of the Fire Department. To assume responsibility for the proper care and maintenance of records, administration, staff, and other work as required.

#### **SUPERVISION RECEIVED:**

Work is performed under the general direction of the Township Supervisor.

#### **SUPERVISION EXERCISED:**

Supervision is exercised over all Fire Department personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Fire Chief shall be the administrative officer of the Fire Department.

The Fire Chief shall assume command of public safety operations for Grand Rapids Charter Township during disaster incidents.

The Fire Chief is responsible for the maintenance and enforcement of effective discipline and the supervision of Fire Department work and condition of the department, and shall exercise such authority with regard thereto as may be directed by the Township Supervisor.

The Fire Chief has the power to promulgate such orders to the personnel of the Fire Department as deemed proper, and it is the duty of the members of the Fire Department to render to the Chief's orders implicit obedience. Such orders shall be in conformity to the law, the rules and regulations of the Fire Department and to the personnel rules.

The Fire Chief has the authority to discipline and/or suspend without pay, any Fire Department employee for violating any rule, regulation or order of the Fire Department.

The Fire Chief has the authority to recommend the hiring and discharging of Fire Department personnel.

The Fire Chief must possess the ability to assume duties of a Fire Fighter.

The Fire Chief shall so organize the office that at all times when he/she is absent, it shall be under the command of a superior officer designated by the Fire Chief. The officer in command shall be regarded, for the time being as the representative of the Fire Chief, and as such, the Chief's directions shall be obeyed throughout the Department.

**TYPICAL EXAMPLES OF WORK:**

The Fire Chief shall plan, administer and direct a township Fire Department.

Direct and supervise the activities of subordinate personnel within the Fire Department.

Determine the assignment and use of personnel and equipment.

Direct the making of work assignments and inspect the proper performance of assigned duties.

Promote the programs of the Fire Department at various community organizations.

Develop reporting systems necessary to evaluate the activities and programs of the Fire Department and contracted services.

Direct the purchase and replacement of Fire Department equipment.

Prepare an annual Fire Department budget.

Direct the effective handling of citizen's inquiries as they relate to the Fire Department.

Coordinate the activities of the Fire Department with other township departments.

Direct the investigations of department personnel in cases of misconduct.

Conduct oral interviews of candidates for promotion or transfer.

Take disciplinary and commendatory actions as required.

Perform related work as required.

Advise the Township Supervisor regarding Fire Department activities.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- Bachelor's degree.
- Necessary knowledge, skills and abilities.

**TOOLS AND EQUIPMENT USED:**

- Motor vehicles, phones, mobile radios and personal computers, including word processing.
- Axe, fire hose, halligan tool, self-contained breathing apparatus, mechanical saws, positive pressure fans, jaws of life, and shears.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work is performed in variety of settings, in the office and outdoors. Hand-eye coordination is necessary to operate computers, office equipment and radios.

While performing the duties of this job, the employee is occasionally required to sit; climb or balance; taste or smell. The employee is frequently required to stand, walk, stoop, kneel, crouch, or crawl; reach with hands or arms, talk, hear, and use hands to handle and feel. The employee may also run, and climb fences and ladders.

The employee is occasionally required to lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals. Frequently the employee works near moving mechanical parts and in outdoor weather conditions.

The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions.

**PERFORMANCE REQUIREMENTS:**

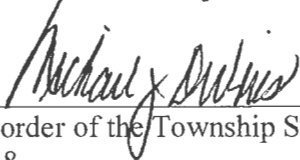
An employee in this position will have their performance evaluated based on the expectations of the position as set forth in the job description for the position, the goals and objectives set for the position, and any additional written standards set for the position. An employee will be reviewed using the following factors:

- Analytical Skills
- Cooperation – Teamwork – Adaptability
- Customer Service

- Job Knowledge
- Communication -- Verbal, Written, Listening
- Quality and Quantity of Work
- Safety and Security
- Leadership
- Managing Others
- Cost Consciousness
- Planning and Organizational Skills
- Project Management Abilities

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment for that position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.



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By order of the Township Supervisor  
2018