

THE CHARTER TOWNSHIP OF OSHTEMO
Township Board Meeting
December 11, 2007

Township Board work session was held at the Township Hall. Supervisor VanDyke called the meeting to order at 4:00 p.m.

PRESENT:

Supervisor John VanDyke
Clerk Deb Everett
Treasurer Nancy Culp
Trustee Dave Bushouse
Trustee James Grace
Trustee Stan Rakowski
Trustee Neil Sikora

Also present was James Porter, Township Attorney, Marc Elliott, Township Engineer, Kalamazoo County Sheriff Mike Anderson, Deputy County Administrator Peter Batani, and County Finance Director Bill Dundon.

Discussion was held regarding the proposed 911 Dispatch contract; history of the past agreement, current costs and formulas used for calculating the fee. Consensus was the Township Police Protection District study committee would meet with the county representatives on this issue and the proposed 2008 police protection agreement and report back to the Board.

Closed session – Motion by Grace, second by Sikora to move into closed session to discuss a personnel matter. Roll call showed Bushouse-yes, Culp-yes, Everett-yes, Grace-yes, Rakowski-yes, Sikora-yes, VanDyke-yes.

The meeting adjourned to closed session at approximately 5:35 p.m.

The open meeting was reconvened at approximately 5:55 p.m.

Other items discussed included items to be discussed under other business on the regular agenda; request from the Building Department to purchase equipment and a recommendation from the Safety Committee regarding installation of a door in the break room.

Attorney Porter advised a meeting was held with current and new Parking Enforcement Officers for training.

The board work session was adjourned at approximately 6:40 p.m.

Supervisor VanDyke called the regular meeting to order at 7:00 p.m.

Also present were James Porter, Township Attorney, Marc Elliott, Township Engineer, and 2 interested people.

Motion by Culp, second by Sikora to approve the November 27th regular, November 30th special and December 4th special meeting minutes as presented. Carried.

Income to the General and Fire Funds of \$36,698.28 and disbursements of \$340,472.46 were reported. Motion by Grace, second by Rakowski to accept the receipts and disbursements report. Carried.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

None.

REZONING REQUEST – SECTION 24 – DRAKE ROAD

A recommendation from the Planning Commission to approve a request to rezone ten properties on Drake Road between Skyridge Avenue and Driftwood Avenue from R-4 Residential to R-3 Residential was before the Board for Second Reading.

Motion by Grace, second by Culp to approve the rezoning. Carried.

TEXT AMENDMENT – C1 ZONING DISTRICT

A recommendation from the Planning Commission to adopt proposed text amendment to Section 31 of the Zoning Ordinance to allow housing for senior citizens and other special populations in the C-1 Local Business District as a special exception use was before the Board for Second Reading.

Motion by Grace, second by Rakowski to adopt the text amendment. Carried.

TEXT AMENDMENT – I-1 ZONING DISTRICT

A recommendation from the Planning Commission to adopt proposed text amendment to Section 41 of the Zoning Ordinance to allow kennels in the I-1 Industrial District as a special exception use was before the Board for Second Reading.

Motion by Culp, second by Sikora, to adopt the text amendment. Carried.

PARK ORDINANCE AMENDMENT

A text amendment to the Park Ordinance adopted at the November 13th meeting to define all large gatherings on Township park property as an outdoor assembly to which the Outdoor Assembly Ordinance would apply, which had to be heard again due to a publishing error was before the Board for Second Reading.

Motion by Sikora, second by Grace to adopt the text amendment. Carried.

PUBLIC HEARING – 2007 BUDGET GENERAL FUND PUBLIC HEARING

There was no public comment.

Motion by Grace, second by Rakowski to adopt the 2008 General Fund Budget. Roll call showed Bushouse-yes, Culp-yes, Everett-yes, Grace-yes, Rakowski-yes, Sikora-yes, VanDyke-yes.

POLICE PROTECTION SPECIAL ASSESSMENT PUBLIC HEARING

There was no public comment.

Motion by Grace, second by Culp to adopt the Police Protection Special Assessment Resolution for 2008. Roll call showed Culp-yes, Everett-yes, Grace-yes, Rakowski-yes, Sikora-yes, VanDyke-yes, Bushouse-yes.

STREET LIGHT SPECIAL ASSESSMENT PUBLIC HEARING

There was no public comment.

Motion by Culp, second by Sikora to adopt the Streetlight Special Assessment Resolution for 2008. Roll call showed Everett-yes, Grace-yes, Rakowski-yes, Sikora-yes, VanDyke-yes, Bushouse-yes, Culp-yes.

FIRE PROTECTION SPECIAL ASSESSMENT PUBLIC HEARING

There was no public comment.

Motion by Grace, second by Rakowski to adopt the Fire Protection Special Assessment Resolution for 2008. Roll call showed Grace-yes, Rakowski-yes, Sikora-yes, VanDyke-yes, Bushouse-yes, Culp-yes, Everett-yes.

RESOLUTIONS - OFFICIALS SALARIES

Motion by Sikora, second by Grace to adopt the resolution establishing the Supervisor salary at \$61,833.00 for 2008. Roll call showed Rakowski-yes, Sikora-yes, VanDyke-abstain, Bushouse-yes, Culp-yes, Everett-yes, Grace-yes.

Motion by Grace, second by Sikora to adopt the resolution establishing the Clerk salary at \$61,833.00 for 2008. Roll call showed Sikora-yes, VanDyke-yes, Bushouse-yes, Culp-yes, Everett-abstain, Grace-yes, Rakowski-yes.

Motion by Sikora, second by Rakowski to adopt the resolution establishing the Treasurer salary at \$61,833.00 for 2008. Roll call showed VanDyke-yes, Bushouse-yes, Culp-abstain, Everett-yes, Grace-yes, Rakowski-yes, Sikora-yes.

Motion by Grace, second by Sikora to adopt the resolution establishing the Trustees salary at \$2400.00 per year plus \$50.00 per meeting for 2008. Roll call showed Bushouse-no, Culp-yes, Everett-yes, Grace-yes, Rakowski-yes, Sikora-yes, VanDyke-yes.

It was noted these salaries are the same as 2007.

BUILDING DEPARTMENT BUDGET

Motion by Sikora, second by Grace to adopt the resolution establishing Building Department fees for 2008. Roll call showed Grace-yes, Rakowski-yes, Sikora-yes, VanDyke-yes, Bushouse-yes, Culp-yes, Everett-yes.

SNOW REMOVAL – NON-MOTORIZED PATHWAY

Trustee Sikora advised two bids were received for snow removal for the non-motorized pathways on South 9th Street, Stadium Drive, and West Main:

DeVisser Landscape Service – \$9,826.00 per season

Niewoonder & Sons – \$31,200 – per season

Motion by Sikora, second by Grace to accept the bid from DeVisser Landscape Service in the amount of \$9,826.00. Carried.

HOUSEHOLD HAZARDOUS WASTE AGREEMENT FOR 2008

The agreement for 2008 with the Kalamazoo County Household Hazardous Waste Center was before the Board for consideration. It was noted the program is well used.

Motion by Rakowski, second by Sikora to fund the program in the amount of \$8,000. Carried.

2007 BUDGET ADJUSTMENTS

Adjustments to the 2007 budget prepared by Clerk Everett and Accountant Joe Walls were presented.

Motion by Culp, second by Sikora to approve the 2007 budget adjustments. Carried.

APPOINTMENT OF ACCOUNTING, ENGINEERING & LEGAL CONSULTANTS – 2008

The annual appointment of accounting, engineering, and legal consultants was before the Board.

Motion by Grace, second by Rakowski to retain Siegfried, Crandall P.C. as Township accountants and Prein & Newhof as Township Engineers, James Porter as in house counsel, and Mike Ortega as special counsel for the KL Landfill issue for 2008. Carried.

APPOINTMENT OF FINANCIAL DEPOSITORIES FOR 2008

Treasurer Culp presented a list of depositories for Township funds for 2008.

Motion by Grace, second by Rakowski to approve the list as presented. Carried.

2008 MEETING DATES

Township Board 2008 Meeting Dates - 2nd Tuesdays - 5:00 p.m. Board Work Session, 7:00 p.m. Regular Meeting and 4th Tuesdays - 6:00 p.m. Public Comment Session, 7:00 p.m. Regular Meeting except there will be no second meeting in January, May, July, and November. Joint Meetings with Planning Commission and ZBA - 6:00 p.m. on February 19, May 20, and September 16.

Motion by Grace, second by Culp to set the meeting dates for 2008 as presented. Carried.

EMPLOYEE HANDBOOK AMENDMENTS

PERSONAL TIME OFF & COMPUTER USE POLICIES

Clerk Everett presented a recommendation from the Personnel Committee to change the current vacation and sick time policies to a Personal Time Off (PTO) policy; current accumulated sick time would be frozen and could be used prior to using 2008 PTO time for illness related absences.

PTO could be accumulated to one and a half times the hours allotted at the beginning of the year, employees voluntarily leaving employment of the Township would be paid for 50% of their accumulated time, and increase in time at certain anniversary dates would be prorated for that year. The change would be effective January 1, 2008.

Motion by Everett, second by Culp to approve the changes as recommended. Carried.

Also before the Board was an updated computer use policy.

Motion by Grace, second by Rakowski to adopt the policy. Carried.

OTHER BUSINESS

BUILDING DEPARTMENT REQUEST TO PURCHASE CONCRETE MEASURING TOOL

Building Official Horton advised upon further research regarding the approved request at the November 27th meeting to purchase equipment that determines concrete thickness, locates cracks and other defects in masonry construction during the inspection process, a different device is recommended. He advised the cost would be \$15,945. Building Inspector Reitenour advised he had observed the equipment and felt it would provide more information for inspections.

Motion by Grace, second by Rakowski to approve the expenditure in the amount of \$15,945 for the equipment. Carried.

SAFETY COMMITTEE RECOMMENDATION

Trustee Grace presented a recommendation from the Safety Committee to install an exterior exit door in the break room. He presented a proposal from Schley Architects in the amount of \$10,665 advising the cost could be less if a smaller current window opening could be utilized.

Trustee Bushouse commented while he values the employees he does not feel this is a true safety measure.

Motion by Grace, second by Rakowski to approve proceeding with the project. Carried with Bushouse voting no.

HEALTH REIMBURSEMENT ACCOUNT

A resolution to establish and fund a health reimbursement account in the amount of \$20,000 not to exceed \$50,000 for Township employees was before the Board.

Motion by Bushouse, second by Grace to adopt the resolution. Roll call showed Rakowski-yes, Sikora-yes, VanDyke-abstain, Bushouse-yes, Culp-yes, Everett-yes, Grace-yes.

BOARD MEMBER COMMENTS

Trustee Sikora commented 2007 Township Board goals should be reviewed and goals for 2008 discussed at the next work session.

There was no further business and the meeting was adjourned at approximately 7:45 p.m.

DEBORAH L. EVERETT
Township Clerk

Attested: JOHN VANDYKE
Supervisor