

THE CHARTER TOWNSHIP OF OSHTEMO
Township Board Meeting
February 12, 2013

Township Board work session was held at the Township Hall. Supervisor Heiny-Cogswell called the meeting to order at 5:00 p.m.

PRESENT:

Supervisor Libby Heiny-Cogswell
Clerk Deb Everett
Treasurer Nancy Culp
Trustee Dave Bushouse
Trustee Dusty Farmer
Trustee Lee Larson

Also present were Township Attorney James Porter, Township Engineer Marc Elliott, and 7 interested people.

Kalamazoo County Commissioner Report – Commissioner Julie Rogers provided an update on recent County activity.

KCSD Activity Report – Sgt. Todd Meyers provided information on recent activity in the Township. Capt. William Timmerman advised the central dispatch discussion is still underway.

Discussion – Township Office Staffing – Supervisor Heiny-Cogswell presented information to the Board regarding current staffing levels and a proposed change in the phone system. Further discussion will take place.

Update – Ad Hoc Citizen Police Protection Sub-Committee - Supervisor Heiny-Cogswell reviewed for the Board and those present the data collected by the ad-hoc committee established in 2012 to study police protection for the Township. She noted there was unanimous agreement that the Township should not form a police department; requests for proposal for contracting police services have been submitted to 4 agencies. Discussion included means for funding to maintain the current level of service or a higher level of service the ad-hoc committee determined is needed. There will be further discussion at future meetings.

The Board work session adjourned at approximately 6:55 p.m.

Supervisor Heiny-Cogswell called the regular meeting to order at approximately 7:05 p.m.

PRESENT:

Supervisor Libby Heiny-Cogswell
Clerk Deb Everett
Treasurer Nancy Culp
Trustee Dave Bushouse
Trustee Dusty Farmer
Trustee Lee Larson

Also present were Township Attorney James Porter, Township Engineer Marc Elliott, Planning Director Greg Milliken, Fire Chief Mark Barnes, and 9 interested people.

Motion by Culp, second by Larson to approve the January 8th regular and January 15th special meeting minutes. Carried.

Income to the General, Building, Fire, and Sewer & Water Funds of \$72,619.88 and disbursements of \$379,697.33 were reported. Motion by Culp, second by Farmer to accept the receipts and disbursements report. Carried.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Amanda Kuchnicki, representing the Home Builders Association advised they would be bringing information to the Board regarding a 5K run they would like to sponsor in June along with Habitat for Humanity.

SERVICES AGREEMENT WITH DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

An agreement for the Township to provide support services and be reimbursed by the DDA was before Board. DDA Chair Terry Schley advised the agreement is similar to the agreement that has been place for several years.

Motion by Heiny-Cogswell, second by Farmer to approve the agreement. Carried.

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) CONTRACT TO PURCHASE PROPERTY

DDA Vice-Chair Bruce Betzler presented a request for contractual approval for the DDA to purchase the Citgo Gas station property at 6520 Stadium Drive. He noted this is a significant location relative to developing DDA plans supporting the Township's Village Theme Development Plan. Chairman Schley noted the funding for this acquisition had been budgeted for 2013 in the DDA budget, the total purchase price being \$250,000. There will be an initial payment of \$5,000 earnest money.

In response to questions regarding environmental concerns, Attorney Porter advised the property is and has been remediated, to meet the requirements of a non-pervious nature, the proposed street scape plan reflects a "pocket park" or plaza in the location. He further noted protection for the Township has been written into the sales agreement.

Motion by Larson, second by Everett to authorize the DDA to enter into the contract for purchase of the property as described. Carried.

MEMO OF UNDERSTANDING – REGIONAL RESCUE TEAM

Fire Chief Barnes requested approval of a memo of understanding regarding the Township's participation in a joint, regional technical rescue team being formed for Southwest Michigan. He advised the team is being funded by Homeland Security which will include equipment and training. He noted three Township firefighters have applied to be on the team.

In response to Board members questions, Chief Barnes advised the team would be deployed in cases of major instances of structure collapse, high altitude rescue and trench rescue.

Motion by Culp, second by Farmer to approve the memo of understanding to participate in the regional technical rescue team. Carried.

STEP 2 FINAL PRELIMINARY APPROVAL SKY KING MEADOWS SITE CONDOMINIUM PHASE II

A request was before the Board for Step II approval of Phase 2 of Sky King Meadows Phase II site condominium development located east of 9th Street, north of the Buckham Highlands Plat. Planning Director Milliken advised Step II provides the required engineering details for infrastructure, noting the roads have been reviewed and approved by the Kalamazoo County Road Commission, the proposed drainage system by the Kalamazoo County Drain Commissioner, the public water system by the City of Kalamazoo and extension of the sanitary sewer system by the Township Engineer and a permit from the State of Michigan has been obtained. He advised approval should be subject to the Consultant Engineer report, the applicant shall have two years to submit a Final Plan, street lighting will be reviewed at the time of the final plan for compliance, and the Final Plan shall be reviewed by the Township Engineer and Fire Department.

Trustee Farmer inquired if there had been concerns from residents. Mr. Milliken advised some tree clearing has begun and he had received some calls inquiring about the activity. Supervisor Heiny-Cogswell commented there has been historical concern with connectivity; she had the opportunity to let one resident know this was on this item was on the agenda.

Motion by Larson, second by Culp to grant Step II approval subject to the Consultant Engineer report, the applicant shall have two years to submit a Final Plan, street lighting will be reviewed at the time of the final plan for compliance, and the Final Plan shall be reviewed by the Township Engineer and Fire Department. Carried.

GIS SOFTWARE UPDATES

Engineer Elliott presented a request for approval for an upgrade to the Township's GIS software licenses in the amount of \$4,100. He noted retaining one single license and converting two others to concurrent-use will provide the ability for more employees to use GIS.

Motion by Heiny-Cogswell, second by Larson, to approve the expenditure. Carried.

FLESHER FIELD IMPROVEMENTS - GRANT CONSULTANT CONTRACT

Parks Administrator Karen High presented a recommendation from the Parks Committee to approve a contract with O'Boyle, Cowell, Blalock & Associates for professional design services for Flesher Field Phase 1 improvements. She advised the amount of the contract, \$26,750 includes developing final design and construction documents, assisting with bidding, and providing construction administration. She further advised the contract recommends \$10,000 be allocated for required survey and geotechnical work. She noted any construction cannot begin until the Michigan Legislature appropriates the grant funding of \$300,000 awarded in December, 2012; it is anticipated this will occur in the next few months. It was noted the committee felt since OCBA compiled the Park Master Plan and oversaw the Township Park improvements, their experience would be beneficial and their fee is less than half of what the grant permits for construction administration.

Motion by Everett, second by Larson to approve the contract with OCBA in the amount of \$26,750 and \$10,000 allocated for required survey and geotechnical work. Carried.

REZONING – SECTION 12 – “R-3 & R-4” TO “C”

Planning Director Milliken presented a recommendation from the Planning Commission for approval of a request to rezone a 60 acre parcel at the north end of Maple Hill Drive from R-4 and R-3 Residence districts to C Local Business district. He noted the request is consistent with the Master Land Use Plan, there is additional C Local Business zoning adjacent, and there was no public comment at the Planning Commission public hearing.

Motion by Larson, second by Farmer to accept the rezoning request for First Reading and set Second Reading for February 26th. Carried.

BOARD APPOINTMENT - FRIENDS OF THE PARKS

Supervisor Heiny-Cogswell advised the final Board needing appointments was Friends of the Parks and she and Clerk Everett are willing to serve.

Motion by Culp, second by Farmer to appoint Supervisor Heiny-Cogswell and Clerk Everett to the FOP Board. Carried.

SANITARY SEWER PUMP STATION EASEMENT – NORTH 10TH ST

Engineer Elliott advised an agreement had been reached with Peoples Church on North 10th Street to locate a sanitary sewer pump station on the southwest corner of their property. He noted the pump station will be required to extend sewer on North 10th Street. He further advised the proposed location of the pump station is wooded which the property owners wish to preserve, therefore the Township would enhance landscaping around the station to meet that criteria; a landscape plan is included as part of the easement agreement. Mr. Elliott noted the negotiated amount for the easement is \$7,000 and the estimate for the enhanced landscaping approximately \$2,600.

Motion by Culp, second by Larson to authorize the Supervisor to execute the easement agreement including the proposed landscape plan. Carried.

ROAD PROJECTS 2013

Engineer Elliott advised due to additional PAR funds allocated by the Kalamazoo County Road Commission and updated cost estimates, an additional project has been added to the road project list for 2013 at the recommendation of the Capital Improvements Committee; Oak Park Plat streets of St. James Avenue and LaLisa Lane for crack seal/chip seal work.

Motion by Heiny-Cogswell, second by Farmer to add the additional project to the 2013 list. Carried.

ALCOHOL/LIQUOR CONTROL & LICENSING ORDINANCES AMENDMENTS – SECOND READING

Amendments to the Liquor Control & Licensing ordinances to reflect the needed updates resulting from a review conducted in relation to the new Zoning Ordinance amendments regarding microbreweries and similar uses was before the Board for Second Reading.

Motion by Culp, second by Everett to adopt the text amendments. Carried.

OTHER BUSINESS

Planning Director Milliken reminded the Board of the joint meeting with the Planning Commission and Zoning Board of Appeals on February 19th at 6:00 p.m. He advised this would be a brainstorming session to identify goals, issues and projects to work toward a strategic plan with a Board retreat to follow perhaps in April.

There was no further business and the meeting was adjourned at approximately 8:40 p.m.

DEBORAH L. EVERETT
Township Clerk

Attested: LIBBY HEINY-COGSWELL
Supervisor