

THE CHARTER TOWNSHIP OF OSHTEMO
Township Board Meeting
July 8, 2014

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 Nancy Carr
Trustee Dusty Farmer
Trustee Lee Larson

Also present were Township Attorney James Porter, Township Engineer Marc Elliott, Planning Director Greg Milliken, Assessor Cathy Harrell, and 4 interested people.

Annual Audit Review – Auditor Steve Bryer from Siegfried, Crandall PC reviewed the various funds, revenues and expenditures for the 2013 budget year and answered questions from Board members and the public.

Discussion – Auditor for 2014 Budget – Discussion was held regarding separating the accounting consultant and auditor, currently Siegfried, Crandall performs both functions. Mr. Bryer noted the audit must contain a comment on material weakness as long as the same firm performs both functions. Supervisor Heiny-Cogswell noted some other Townships in the county are looking to separate the functions. Consensus was to seek proposals for the annual audit for further Board discussion.

Kalamazoo County Update – County Commissioner Julie Rogers advised the Kalamazoo County Transit Authority has included all Oshtemo precincts in the boundary area for fixed route bus service millage; the Township Board can opt out any or all precincts, the brownfield process is underway for the property at Stadium/Drake, and the County is still working on a draft tax increment financing policy.

Capt. William Timmerman from the Kalamazoo County Sheriff's Department reported on recent activities and provided an update on the jail expansion.

Discussion – Liquor Licenses – Attorney Porter advised the Township has one liquor license remaining from the last census allocation; there are two interested parties. He advised a new State law will allow the Liquor Control Commission to issue licenses to businesses located in DDA's or Tax Increment Finance Authorities, depending on the amount of investment, for a fee of \$20,000, noting both interested parties are located in such districts. The Board will hold public hearings after receipt of the applications and required noticing.

Discussion – Ballot Proposal on Personal Property Taxes – Assessor Cathy Harrell provided information on the August ballot proposal related to the elimination of personal property taxes

Update – Complete Streets Policy – Supervisor Heiny-Cogswell distributed a letter from the Kalamazoo County Road Commission relating their concerns regarding the "Complete Streets" policy proposed by the Kalamazoo Area Transportation Study.

The Board work session adjourned at approximately 7:00 p.m.

Supervisor Heiny-Cogswell called the regular meeting to order at approximately 7:10 p.m.

PRESENT:

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

Also present were Township Attorney James Porter, Township Engineer Marc Elliott, Planning Director Greg Milliken, Maintenance Director Rick Everett, and 8 interested people.

CITIZEN COMMENTS

Kyle Hewitt, campaign manager for Phil Stinchcomb advised he was present to answer any questions.

CONSENT AGENDA

Items on the consent agenda were:

- a) Minutes of the June 24th regular meeting.
- b) Receipts & Disbursements Report.

Motion by Farmer, second by Larson to approve the consent agenda. Carried 7-0.

SOUTH 9TH STREET REAR ACCESS & ATLANTIC AVENUE AGREEMENTS

As discussed at the June 24th meeting, a draft of 9th Street properties easement/cross-access driveway agreement was provided for Board consideration. Board discussion included the Phase I design of the 9th Street rear access was not included in the document. In response to Board member questions, Supervisor Heiny-Cogswell advised the final design will come back to the Board for approval, property owners have been included in the discussions and received a copy of the draft language.

Also before the Board was a draft of the Atlantic Avenue declaration of easement, reservation of easement and covenants, conditions and restrictions for cross access agreement. Discussion included the proposed access points in the document would need to be amended due to the impending purchase by the Township of three parcels fronting on Atlantic Avenue. Trustee Carr commented she would like to see this item come back.

Motion by Farmer, second by Bushouse to authorize the Supervisor to pursue the 9th Street rear access easement/cross-access driveway agreements with the inclusion of the Phase I diagram approved at the June 24th meeting. Carried 7-0.

Motion by Bushouse, second by Larson, to authorize the Supervisor to make the necessary amendments to and pursue the Atlantic Avenue declaration of easement, reservation of easement and covenants, conditions and restrictions for cross access agreements. Carried 6-1 with Carr voting no.

OSHTEMO COMMUNITY CENTER – CEILING REPAIRS

Maintenance Director Rick Everett advised the damage to the Oshtemo Community Center ceiling is more extensive than originally observed; an expenditure of \$7,500 had been approved at the June 24th meeting. He presented three quotes and recommended accepting the quote from Hall Builders in the amount of \$19,900. Discussion included adding a contingency in case other unknown issues might arise.

Motion by Culp, second by Larson to approve up to \$25,000 for the repairs and amend the budget from General Fund reserves. Carried 7-0.

OTHER BUSINESS

RESOLUTION – NORTH DRAKE SIDEWALK SPECIAL ASSESSMENT DISTRICT

A resolution to obtain plans and costs for a sidewalk special assessment district on North Drake Road from West Main to approximately 430 feet north of Beech Street was before the Board. Supervisor Heiny-Cogswell advised the business owners had been invited to a discussion, one attended and supported the plan.

Motion by Larson, second by Farmer to authorize the Township Engineer to develop plans and cost estimates for the sidewalk project. Roll call showed Bushouse-yes, Carr-yes, Culp-yes, Everett-yes, Farmer-yes, Heiny-Cogswell-yes, Larson-yes.

BOARD MEMBER COMMENTS

Supervisor Heiny-Cogswell advised a thank you package including the Board Proclamation, a letter from the Oshtemo Historical Society along with some OHS t-shirts and mugs and Friends of the Parks t-shirts was sent to the Dinerstein Companies in appreciation of their property donation.

Supervisor Heiny-Cogswell thanked members of the Voyage Church for their community service project of flower bed weeding and tree mulching at the Township Hall.

Trustee Farmer reminded all of the Oshtemo Historical Society 10th Anniversary event on July 19th.

There was no further business and the meeting was adjourned at approximately 7:55 p.m.

DEBORAH L. EVERETT
Township Clerk

Attested: ELIZABETH HEINY-COGSWELL
Supervisor