

THE CHARTER TOWNSHIP OF OSHTEMO
Township Board Meeting
June 11, 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 Nancy Carr
Trustee Dusty Farmer
Trustee Lee Larson

Also present were Township Attorney James Porter, Township Engineer Marc Elliott, Planning Director Greg Milliken, and 6 interested people.

KCSD Activity Report – Sgt. Todd Meyers and Capt. William Timmerman were present and provided information on recent activity in the Township.

Discussion – DDA Interest Regarding 9th Street Rear Access from Atlantic Avenue

The Board held discussion with Downtown Development Authority (DDA) Chair Terry Schley. Supervisor Heiny-Cogswell reviewed the request received several months ago from the DDA to allow them to pay for construction of a rear access road on Township property behind the Oshtemo Community Center coming from Atlantic Avenue, benefiting businesses and residents on 9th Street and potentially properties to the east in the future. She noted the Board had discussed the issue at two previous work sessions and the May joint meeting; the Township Board had reached loose consensus at the last discussion.

Ms. Heiny-Cogswell advised she and Planning Director Milliken, Engineer Elliott, and Attorney Porter have compiled recommendations and considerations including, the overarching objective of rear access is to encourage economic development in the DDA that meet the goals and vision of the Village area, any access should recognize the goals of the Township's access management requirements, properties granted access must agree to comply with access management plan on 9th Street, the Township would maintain the access and assess those who connect, signage would be needed indicating hours of use, area immediately south of the community center parking will be preserved, access placement and construction methods would be determined by the Township and would use previously unspent road maintenance funds to complete the project to any standards above the DDA proposal and committed amount of \$70,000.

Lengthy discussion included this would be an economic tool, questions if the access would be considered temporary or permanent, the property owners should have some vested interest in the project, i.e., the right-of-way could be partly placed on their properties, the DDA is vested in the project.

Consensus was to move forward with the proposal as described; Clerk Everett and Trustee Farmer commented they would prefer all of the right-of-way not be on Township property but would support the proposal, Trustee Bushouse commented he was not in favor for that reason.

Discussion – Consumers Sunburst Run/Township Partnership

Supervisor Heiny-Cogswell presented a review of the Township's partnership with Consumers Credit Union regarding the Consumers Sunburst Run noting proceeds of nearly \$15,000 have benefited the Township's parks and park programs since it began four years ago. Consensus was to continue the effort.

Discussion – Police Protection – The Board at the May 14th discussion voted to expand the 2004 district to include additional commercial and multi-family properties. Since then the Police Committee met and discussed Trustee Bushouse's previous recommendation to establish a Township wide assessment of 2.5 mills, the same as the Fire Department. The Police Committee is recommending the Board re-consider a single, Township wide special assessment district.

Discussion included whether a Township wide assessment is reasonable, whether the split district is reasonable, and data as to where crimes are occurring. Consensus was to support the decision of a split district and move forward on that basis.

The Board work session adjourned at approximately 7:05 p.m.

Supervisor Heiny-Cogswell called the regular meeting to order at approximately 7:15 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, and 3 interested people.

CONSENT AGENDA

Minutes of the May 14th regular and May 21st joint meetings.

Receipts & Disbursements Report.

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

CITIZENS COMMENTS ON NON-AGENDA ITEMS

None.

MICHIGAN TOWNSHIPS ASSOCIATION (MTA) DUES

Supervisor Heiny-Cogswell presented a request for payment from MTA for 2013-14 dues in the amount of \$5,464.00.

Motion by Larson, second by Farmer to approve payment of the 2013-14 MTA dues in the amount of \$5,464.00. Carried.

**FARMLAND/OPEN SPACE PRESERVATION PROGRAM APPLICATION
STEPHEN & MICHELLE DEVRIES**

Attorney Porter presented for Board consideration a Farmland and Open Space Preservation Program application from Stephen & Michelle DeVries requesting their farm property be placed into the P.A. 116 Program for 90 years. Mr. Porter advised as required by State statute, the Kalamazoo County Department of Planning & Community Development had reviewed the application and recommended a 10 year agreement should the Township's Master Land Use Plan change in the future. Mr. Porter noted if that should occur, the property could be developed by paying back the tax credits and recommended the application be approved as submitted. Mr. DeVries was present and advised they plan to build a home on the property.

Motion by Larson, second by Everett to approve the Farmland and Open Space Preservation Program application from Stephen & Michelle DeVries as submitted. Carried.

**RESOLTUION
INCREASE INVESTMENT IN ROAD INFRASTRUCTURE**

Supervisor Heiny-Cogswell presented a resolution of support to encourage action at the State level for investment in road funding. She noted language supporting non-motorized facilities is also included.

Motion by Larson, second by Farmer to adopt the resolution of support. Roll call showed Farmer-yes, Larson-yes, Everett-yes, Culp-yes, Carr-yes, Bushouse-yes, Heiny-Cogswell-yes.

RESOLUTION – FLESHER FIELD IMPROVEMENTS – PHASE I

A resolution authorizing the Supervisor to accept the terms of the Development Project Agreement from the Michigan Natural Resources Trust Fund for Flesher Field Phase I improvements was before the Board. Supervisor Heiny-Cogswell noted a \$300,000 grant had been awarded which will require a \$135,300 match from the Township, which was approved by the Township Board in March, 2012. She advised the match was not budgeted in 2013 as it was not certain the grant would be awarded, therefore, along with the resolution to accept the agreement is a request for a budget amendment to the Parks Fund for the match; it would come from the Parks Fund reserves. She noted the Phase I improvements include a new restroom building, reconfigured parking lot and entry drive, and a new paved loop trail with construction expected to commence early September with completion by November, weather permitting.

Motion by Farmer, second by Culp to adopt the resolution to authorize the Supervisor to sign the agreement and amend the Parks budget as requested. Roll call showed Bushouse-yes, Carr-yes, Culp-yes, Everett-yes, Larson-yes, Farmer-yes, Heiny-Cogswell-yes.

REVISED JOB DESCRIPTIONS – MAINTENANCE DEPARTMENT

Supervisor Heiny-Cogswell advised she had worked with current and temporary staff to cover maintenance responsibilities during the medical absence of the Maintenance Department head which began in November, 2012; in early May, he resigned. She further advised the position was advertised and a three person committee reviewed 17 applications for a permanent maintenance director replacement; eleven were interviewed by phone, six in person and three underwent computer skills testing and Rick Everett, a 30 year member of the Fire Department and retired UPS supervisor was selected.

Supervisor Heiny-Cogswell presented a recommendation to amend the job description, and those referencing the position, changing the position title to Maintenance Director, and amend the maintenance staffing budget, per mid-year review of temporary staffing and permanent and season maintenance expense, and a correction to the Fire Department maintenance budget resulting in increases of \$4,500 to the General Fund budget, \$1,500 to the Parks budget, and \$7,173 to the Fire Department budget.

In response to board members questions, Ms. Heiny-Cogswell advised the name change is to clarify the role, the salary of the position is the same. Trustee Farmer suggested the required computer skills be included in the job description.

Motion by Culp, second by Larson to amend the job description title to Maintenance Director, and those referencing the position, and add computer skills to the description. Carried.

Motion by Culp, second by Larson to amend the General, Parks, and Fire Department budgets as presented. Carried with Carr voting no and Everett abstaining.

BOARD MEMBER COMMENTS

Supervisor Heiny-Cogswell advised the annual audit review will be presented at the June 25th 6:00 p.m. public comment session, and discussion of a non-discrimination ordinance will be on the regular agenda.

There was no further business and the meeting was adjourned at approximately 9:25 p.m.

DEBORAH L. EVERETT
Township Clerk

Attested: LIBBY HEINY-COGSWELL
Supervisor