

THE CHARTER TOWNSHIP OF OSHTEMO
Board Work Session
November 13, 2018
6:00 PM

The Oshtemo Township Board Work Session was held at the Township Hall. Supervisor Heiny-Cogswell called the meeting to order at approximately 6:00 PM.

PRESENT:

Supervisor Libby Heiny-Cogswell
Clerk Dusty Farmer
Treasurer Nancy Culp
Trustee Dave Bushouse
Trustee Deb Everett
Trustee Zak Ford
Trustee Ken Hudok

Also present were Township Attorney Jim Porter, Lt. Michelle Greenlee, Public Works Director Marc Elliott, Public Works Technician Jamie Baker, Parks Director Karen High, Planning Director Julie Johnston, and 5 interested people.

Public Comment

Supervisor Heiny-Cogswell called for public comment. No public comment.

Update from Kalamazoo County

Lt. Greenlee shared the October Oshtemo Police Report with the Board. She also reminded the public that with the rise of online shopping, people should consider having their packages shipped to a location that is occupied rather than receiving packages at home when people are away.

Discussion of Fees

a. Sewer and Water Connection Fees

Public Works Director presented the recommendation for sewer and water fees from the Capital Improvements Committee and Prein & Newhoff. The recommendation for sewer is to wait until construction bids are received and USDA financing determined before adjusting the sewer connection fee schedule for 2019. For public water, the Capital Improvements Committee recommends the Board adopt the proposed adjustments with one modification, that the 2019 curb stop connection fee be increased to \$2,700 instead of the recommended \$2,800, due in part to the indication from the City of Kalamazoo that they will take over this task on January 1.

b. Parks Rental Fees

Parks Director Karen High presented the proposed rate increases and the proposal to open up rentals to people who do not reside or own property in the Township. This will come back to the Board on December 11, 2018.

Discussion of 911 Consolidated Dispatch Agreement

Supervisor Heiny-Cogswell requested that the Board share any questions they have regarding the dispatch agreement so that she can send them to the County for clarification.

Discussion of Development Requirements when a Site Plan is Amended

This item was tabled until December 11, 2018.

Supervisor Heiny-Cogswell adjourned the Work Session at approximately 7:20 PM.

THE CHARTER TOWNSHIP OF OSHTEMO
Regular Meeting
November 13, 2018
7:15 PM

The Oshtemo Township Regular Board Meeting was held at the Township Hall. Supervisor Heiny-Cogswell called the meeting to order at approximately 7:25 PM.

PRESENT:

Supervisor Libby Heiny-Cogswell
Clerk Dusty Farmer
Treasurer Nancy Culp
Trustee Dave Bushouse
Trustee Deb Everett
Trustee Zak Ford
Trustee Ken Hudok

Also present were Township Attorney James Porter, Public Works Director Marc Elliott, Planning Director Julie Johnston, Lt. Michelle Greenlee, Fire Chief Mark Barnes, and approximately 7 interested people.

Public Comment On Non-Agenda Items

Supervisor Heiny-Cogswell opened public comment.

Clerk Farmer shared the correspondence received at the Township front counter protesting an increased assessment. Treasurer Culp shared a phone call received regarding grass along J Avenue and 2nd St.

Consent Agenda

- a. Approve Minutes – October 23, 2018 (revised)
- b. Receipts & Disbursements Report
- c. 2019 Depositories
- d. 2019 Township Board Meeting Dates
- e. Non-Motorized Facilities Ordinance No. 468 –Amendment – Second Reading
- f. Resolution Establishing Conflict of Interest Policy
- g. Fire Department
 - i. Oshtemo Radio Communications Grant Request
 - ii. Regional Personal Protective Equipment Grant Request
 - iii. Update on Engine Rescue Truck Purchase
- h. Limited English Proficiency Language Access Plan
- i. Water Main Design Consultant Scope Change Authorization

Clerk Farmer requested that item d be pulled from the consent agenda to be added to Other Business.

Motion by Ford, second by Culp to approve the consent agenda items a-c and e-i. Motion carried 7-0.

**Rezoning in Land Section 25, 5831 Stadium Drive from “R-2” Residence District to “R-3”
Residence District (Mursch) – First Reading**

Planning Director Julie Johnston presented the request for rezoning.

Supervisor Heiny-Cogswell opened public comment. One person spoke.

Motion by Farmer, second by Culp to accept the rezoning from R-2 to R-3 for first reading and set second reading for December 11, 2018. Motion carried 7-0.

Public Hearing – GO! Green Oshtemo Master Plan for Parks, Conservation, & Non-motorized
Planning Director Julie Johnston presented the draft Go! Green Oshtemo Master Plan for Parks, Conservation, & Non-motorized.

Supervisor Heiny-Cogswell opened public comment. One person spoke.

Motion by Heiny-Cogswell, second by Ford to send the Go! Green Oshtemo Master Plan to neighboring jurisdictions for the 63-day comment period. Motion carried 7-0.

Consideration of Autumn Grove Site Condominium – Step 2 Review

Planning Director Julie Johnston presented the infrastructure plans for Step 2 Review for Autumn Grove Site Condominium.

In response to a question regarding water installation prior to Step 2 approval, the developer responded that they did not initially understand that Board approval was required to do the work in the right-of-way.

Supervisor Heiny-Cogswell opened public comment. No public comment.

Motion by Ford, second by Farmer to approve Step 2 Review of the Autumn Grove Site Condominium with the 5 conditions suggested by staff. Motion carried 7-0.

Public Hearing – Fire Protection Special Assessment District

Attorney Porter presented the notice published on November 1, 2018 regarding the Fire Protection Special Assessment District of the Township, which District comprises all the lands and premises within the Township through a special assessment of 3.75 mills for 2019.

Supervisor Heiny-Cogswell opened public comment. The Township received a letter from resident Barbara Buysse, 9630 Almena Drive, protesting this assessment. Three people spoke.

Motion by Culp, second by Ford to adopt the 3.75 mills Fire Protection Special Assessment District. Roll call. Resolution adopted 6-1.

Public Hearing – Street Light Special Assessment District

Attorney Porter presented the notice published on November 1, 2018 regarding the Oshtemo Township General Lighting District by special assessment at the rate of .3 mill against the properties benefited by lights within said District public benefits accruing by virtue of such lighting for 2019.

Supervisor Heiny-Cogswell opened public comment. The Township received a letter from resident Barbara Buysse, 9630 Almena Drive, protesting this assessment. One person spoke.

Motion by Ford, second by Farmer to adopt the .3 mills Street Light Special Assessment District. Roll call. Resolution adopted 7-0.

Public Hearing – Police Protection Special Assessment Districts 2004-1 and 2009-1

Attorney Porter presented the notice published on November 1, 2018 regarding the Oshtemo Charter Township Police Protection Special Assessment District Nos. 2004-1 and 2009-1 for 2019.

Supervisor Heiny-Cogswell opened public comment. The Township received a letter from resident Barbara Buysse, 9630 Almena Drive, protesting this assessment. One person spoke.

Motion by Ford, second by Culp to adopt the Police Protection Special Assessment District Nos. 2004-1 and 2009-1. Roll call. Resolution adopted 7-0.

Public Hearing – 2019 General & Special Revenue Funds Budget /General Tax Levy .9765 /Detailed Format

Attorney Porter presented the notice published on November 1, 2018 regarding the Oshtemo Charter Township General Operations Budget Appropriations Act and Millage Resolution.

Supervisor Heiny-Cogswell opened public comment. The Township received a letter from resident Barbara Buysse, 9630 Almena Drive, protesting this assessment.

Motion by Ford, second by Hudok to adopt a resolution for the General Operations Budget Appropriations Act and Millage Resolution along with the routine expenditures and purchases for the Township. Roll call. Resolution adopted 7-0.

**Consideration of 2019 Township Officers' and Trustees Compensation Resolutions
Consideration of Township Purchasing Policy**

Motion by Ford, second by Culp to approve the salary of the Supervisor in the amount of \$70,360.08. Heiny-Cogswell abstained. Motion carried 6-0 with one abstention.

Motion by Everett, second by Culp to approve the salary of the Clerk in the amount of \$70,360.08. Farmer abstained. Motion carried 6-0 with one abstention.

Motion by Ford, second by Farmer to approve the salary of the Treasurer in the amount of \$70,360.08. Culp abstained. Motion carried 6-0 with one abstention.

Motion by Culp, second by Ford to approve the salary of the Trustees in the amount of \$2,520 annually plus \$100.00 per Township Board meeting and \$50.00 per committee meeting. carried 7-0.

Motion by Ford, second by Farmer to reapprove the Oshtemo Township Purchasing Policy. Motion carried 7-0.

Consideration of 2019-2024 Capital Improvement Plan

Motion by Ford, second by Farmer to approve the 2019-2024 Capital Improvement Plan. Motion carried 7-0.

Other Township Business

The Board discussed the 2019 meeting schedule and decided to add two meetings and bring it back for adoption on November 27, 2018.

Public Comment

No public comment.

Board Member Comments

Clerk Farmer shared a summary of the November 6 Election and reminded all that the information can be found on the Township website.

Request to Enter into Closed Session to Discuss Property Easement Acquisition 7-0.

Motion by Ford, second by Everett to enter closed session. Roll call. Resolution adopted 7-0.

Motion by Everett, second by Ford to return from closed session. Motion carried 7-0.

Motion by Ford, second by Culp to proceed as discussed in closed session. Motion carried 7-0.

Supervisor Heiny-Cogswell adjourned the Regular Board Meeting at approximately 10:05 PM.

Prepared by: Dusty Farmer
Township Clerk