

THE CHARTER TOWNSHIP OF OSHTEMO

Board Meeting
January 10, 2022
6:00 PM

The Oshtemo Township Public Meeting was held in person at the Township Hall. The public was able to join the meeting through both the Zoom application and by phone. Residents were able to give public comment during the meeting. Supervisor Heiny-Cogswell called the meeting to order at approximately 6:00 PM.

PRESENT:

Supervisor Libby Heiny-Cogswell
Clerk Dusty Farmer
Treasurer Clare Buszka
Trustee Kizzy Bradford

ABSENT:

Trustee Zak Ford
Trustee Cheri Bell
Trustee Kristin Cole

Also present were Attorney Jim Porter, Public Works Director Anna Horner, Maintenance Director Greg Fountain, Planning Director Iris Lubbert, and IT Coordinator Jon Gibson.

Motion by Farmer, second by Bradford to approve the new agenda as described by the Supervisor. Motion carried 4-0 with 3 absent.

Public Comment

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

Discussion on Facilities Improvement

Maintenance Director Greg Fountain was available for questions regarding the front counter security glass proposed by the Safety Committee. The safety glass will span the entire length of the customer service counter and have at least four designated spaces for customer service interaction.

Discussion on Community Survey

Supervisor Heiny-Cogswell opened discussion on a possible upcoming survey of the community. Cobalt was used in the past, and Deb Everett is available for temporary work on the project. Board members present were in consensus that we should move forward with a community survey in 2023.

Discussion on Job Descriptions

Supervisor Heiny-Cogswell was available for any questions regarding the GIS Specialist and Clerk's Assistant job descriptions. Clerk Farmer requested that the format for the Clerk's

Assistant be the same format as the GIS Specialist. Supervisor Heiny-Cogswell requested that a line from the secondary responsibilities be removed so that it is clear that this position is managed and working completely within the Clerk's Office.

Consent Agenda

- a. Approve Minutes – December 13th, 2022 Regular Meeting
- b. Receipts and Disbursements
- c. Facilities Project – Counter Glass J&J Agreement
- d. Ordinance 407– Second Reading
- e. Municipal Finance Advisor – Bendzinski Agreement Amendment
- f. Pension Benefit – Greenleaf Trust Amendment Number Four

Motion by Farmer, second by Buszka to adopt the consent agenda. Motion carried 4-0 with 3 absent.

Consideration of Reduction in Water Surcharge Rate

Motion by Farmer, second by Buszka to adopt a resolution to reduce the water surcharge rate to 2.5%. Roll call. Resolution adopted 4-0, with Bell, Ford, and Cole absent.

Consideration of Liquor License

Motion by Buszka, second by Bradford to adopt a resolution of approval for a liquor license for Speakeasy Golf. Roll call. Resolution adopted 4-0, with Bell, Ford, and Cole absent.

First Reading - Zoning Ordinance Amendments (Ordinance No. 647)

Motion by Farmer, second by Buszka to approve the amendments to Ordinance No. 647. Motion carried 4-0 with 3 absent.

Job Descriptions

Motion by Farmer, second by Bradford to approve both the GIS Specialist and Clerk's Assistant job descriptions. Motion carried 4-0 with 3 absent.

Public Comment

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

Supervisor Heiny-Cogswell adjourned the meeting at approximately 7:58 PM.

Prepared by: Dusty Farmer
Township Clerk

Attested: Libby Heiny-Cogswell
Township Supervisor