

THE CHARTER TOWNSHIP OF OSHTEMO
Township Board Meeting
February 14, 2012

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 Grace Borgfjord
Trustee Dave Bushouse
Trustee Scott Ernestes
Trustee Lee Larson

Also present were Township Attorney James Porter, and 5 interested people.

KALAMAZOO COUNTY COMMISSIONER REPORT

County Commissioner Brandt Iden provided an update on recent County activities.

DISCUSSION – DDA PROPOSAL FOR 9TH STREET REAR ACCESS

DDA members Terry Schley and Mike Lutke presented a proposal for discussion regarding a rear access to the properties on the east side of 9th Street from Atlantic Avenue to Stadium Drive. They noted due to the volume of traffic on 9th Street, access to and from these properties is difficult especially at peak traffic times. The proposal requested the Township provide use of the westerly 24 feet of the Community Center parcel from Atlantic Avenue to the rear of the Warehouse Distributors parcel, the DDA would fund first cost elements of the project, properties owners connect at their expense and the Township provide the land use, maintenance utility support and liability coverage. Board members felt further discussion was warranted; Supervisor Heiny-Cogswell will meet with DDA representatives, Attorney Porter and Planning Department staff.

DISCUSSION – FLESHER FIELD MNRTF GRANT APPLICATION

At the request of the Park Committee, Kirstin Rimes and Ken Paragon of OCBA presented information regarding the Master Park Plan for Flesher Field. Ms. Rimes advised the maximum grant amount from the Michigan National Resources Trust Fund is now \$300,000 with a minimum 25% match, therefore, they had been asked to provide information regarding phasing the project. She advised Phase I was proposed to include relocation and replacement of the parking lot, a walking path and replace the rest room building totaling \$434,185. It was noted the Master Park Plan called for relocating the parking lot for safety reasons. Trustee Borgfjord noted the current parking lot is in need of major repair. Ms. Rimes provided an estimate of up to \$84,000 to repair and or replace the current parking lot. Board member comments included asking if a grant would be considered for the parking lot only and more detail is needed regarding Park Fund reserves. It was noted the grant application deadline is April 1st. Consensus was to proceed with work toward a grant application with the Park Committee providing more detail on possible funding and grant guidelines at the March 13th meeting.

DISCUSSION – BOARD OF REVIEW ALTERNATE COMPENSATION

Supervisor Heiny-Cogswell advised at the December 2011 Board of Review, discussion was held concerning whether Board of Review alternate members could be compensated for attending meetings if they are not needed for a quorum. Discussion included that ZBA alternates are seated at the Board, do participate in discussion and provide input on the agenda items, but do not vote while Board of Review alternates are not required to attend unless they are needed to make a quorum. Consensus was to not change the current policy of not compensating the Board of Review alternates unless they are called to serve.

DISCUSSION – KALAMAZOO AREA BUILDING AUTHORITY (KABA)

Supervisor Heiny-Cogswell provided a draft agreement to establish the Kalamazoo Area Building Authority (KABA) for Board members review and advised the matter will be on the March 13th agenda for action, noting an Economic Vitality Incentive Program grant from the State in the amount of approximately \$80,000 was received to provide technological support for the program start up. She also noted the agreement must be place by March 20th to retain the grant.

CLOSED SESSION

Motion by Culp, second by Everett to adjourn to closed session to discuss purchase of real estate and a tax appeal settlement.

Roll call vote showed Larson-yes, Bushouse-yes, Everett-yes, Culp-yes, Borgfjord-yes, Ernstes-yes, Heiny-Cogswell-yes.

The Board adjourned to closed session at approximately 6:40 p.m.

Motion by Culp, second by Borgfjord to return to open session at approximately 7:10 p.m. Carried.

OPEN SESSION

Motion by Everett, second by Larson to authorize the Supervisor and Township Attorney to proceed as discussed regarding purchase of real estate. Carried.

Motion by Everett, second by Culp to authorize the Township Attorney to proceed as discussed regarding the tax appeal settlement with JS Real Estate. Carried.

The Board work session adjourned at approximately 7:10 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 Grace Borgfjord
Trustee Dave Bushouse
Trustee Scott Ernstes
Trustee Lee Larson

Also present were Township Attorney James Porter, Fire Chief Mark Barnes, Deputy Chief Rick Griffin, and 5 interested people.

Motion by Borgfjord, second by Larson to approve the January 23rd special meeting minutes. Carried.

Income to the General, Building, Fire, and Sewer & Water Funds of \$28,996.45 and disbursements of \$345,991.70 were reported. Motion by Borgfjord, second by Culp to accept the receipts and disbursements report. Carried.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Don Ryan, Director of Community Relations and Fund Development for Gryphon Place advised they have relocated to South 8th Street in the Township and invited all to stop by for a tour of their facilities.

OSHTEMO ROTARY/OSHTEMO FIRE DEPARTMENT CALENDAR PROJECT

Kitty Gelling, representing Oshtemo Rotary, requested the Board's approval for a joint project with Oshtemo Rotary and the Fire Department to develop and sell 2013 calendars as a fund raiser. She advised all proceeds would go toward the Rotary Club's commitment to contribute \$20,000 toward the refurbishment of the Township Park.

Motion by Heiny-Cogswell, second by Ernstes to approve the project. Carried.

DISPOSAL OF AERIAL FIRE TRUCK

Fire Chief Barnes advised that the aerial fire truck, Unit #541, in the Fire Department's fleet had been removed from service and has been determined to have a cracked blockhead which would require a significant re-build with an estimated cost of \$25,000 to \$35,000. He advised the truck is 30 years old with many other remaining questionable components; therefore, he is recommending that it be recognized as having reached its serviceable life with the projected repairs exceeding its current value.

He further advised he would recommend first attempting to sell the truck as is, if no buyer is found then the unit could be sold for scrap with items such as tires, generator and fire related equipment sold separately.

Motion by Everett, second by Larson to authorize the Fire Chief to dispose of Unit #541 by the most advantageous method. Carried.

REPLACEMENT AERIAL TRUCK PURCHASE

In light of the previous item, Fire Chief Barnes advised he is currently reviewing options for replacing the aerial truck. He advised demonstrator models become available in a short time frame therefore, he may soon request Board consideration of a purchase.

MUTUAL AID BOX ALARM SYSTEM (MABAS)

Fire Chief Barnes presented information and requested the Board adopt a resolution to become a charter member of MABAS. He advised this is a mutual aid system designed to streamline requesting and providing emergency and fire services that standardizes the process by each member agency predetermining which of their resources respond to what level of emergency. He also advised the system expedites dispatching for mutual aid needs since all the information for each participating jurisdiction is readily available. Chief Barnes also advised it is expected that Texas Township, City of Kalamazoo, City of Portage, and Mattawan Fire departments would also be charter members.

Motion by Everett, second by Larson to adopt a resolution authorizing the agreement creating the Kalamazoo County MABAS Division. Roll call showed Ernstes-yes, Borgfjord-yes, Culp-yes, Everett-yes, Bushouse-yes, Larson-yes, Heiny-Cogswell-yes.

UPDATES

ITC TRANSMISSION LINE

Supervisor Heiny-Cogswell advised there has been no contact from ITC; she met with the residents NICE group in January.

TRUCK ROUTE APPEAL

Attorney Porter advised the case is in abeyance at Circuit Court while waiting for a ruling from the Court of Appeals which he expects in the next four to six months.

KALAMAZOO AREA BUILDING AUTHORITY (KABA)

As discussed at the work session, Supervisor Heiny-Cogswell advised discussion is continuing to establish the authority to provide standardization, efficiencies and use of technology. She also advised an Economic Vitality Incentive Program grant from the State in the amount of approximately \$80,000 was received to provide technological support for the program start up. She also noted the agreement must be place by March 20th to retain the grant, therefore this item would be on the March 13th agenda for action.

KCRC MAILBOX POLICY

Supervisor Heiny-Cogswell advised the Kalamazoo County Road Commission had voted to maintain their current mailbox policy.

NATIONAL REGISTER OF HISTORIC PLACES APPLICATION – DRAKE HOUSE

Supervisor Heiny-Cogswell advised Pamela O'Connor of Preservation Practices was hired by the Township in 2006 to develop a draft application to apply for National Register of Historic Places status for the Drake House, the process then halted given that efforts to purchase a portion of the historic driveway property from Kalamazoo College did not lead to acquisition. She further advised it has been clarified that the Township does not have to own all the driveway property to include it in the application, it can go forward if agreement of neutrality is received and the visioning session held with the Oshtemo Historical Society identified attaining National Register status a key goal.

Motion by Borgfjord, second by Larson to move forward with the application process and authorize the Supervisor to execute the contract with Preservation Practices in the amount of \$2,170.00.

TRANSFER SUNBURST FUNDS

As discussed at the January 10th meeting, Trustee Borgfjord advised the profits of approximately \$10,500 from the 2010 and 2011 Sunburst Runs were being held by the Township, the Sunburst Run committee and Friends of the Parks have entered into an agreement whereby the FOP will be the fiduciary agent for the run, they are requesting the Sunburst funds held by the Township be transferred to the Friends of the Parks.

She noted the Sunburst Run committee had committed \$6,000 as part of the grant match for the Township Park renovation, therefore they are requesting the Township retain \$3,000 with the balance to be paid from run profits in 2012 as funds will be needed for the 2012 run and upcoming park events.

Motion by Culp, second by Ernstes to transfer the profits from the 2010 and 2011 Sunburst Runs to the Friends of the Parks, retaining \$3,000 toward their grant match commitment with the balance to be paid from the 2012 run profits. Carried.

RESCIND FIRE COMMISSIONER POSITION

As discussed at the January 10th meeting, the Fire Commissioner position had been vacant since August, 2011 and consensus was the position is no longer necessary; a resolution to abolish the Fire Commissioner position was before the Board.

Motion by Everett, second by Borgfjord to adopt the resolution to abolish the Fire Commissioner position. Roll call showed Larson-yes, Bushouse-yes, Everett-yes, Culp-yes, Borgfjord-yes, Ernstes-yes, Heiny-Cogswell-yes.

ESTABLISH RECEIVING BOARD FOR FEBRUARY ELECTION

Clerk Everett presented a resolution to establish a receiving board for the February 28, 2012 Presidential Primary election noting that State law requires Township Board action to do so.

Motion by Culp, second by Borgfjord to adopt a resolution authorizing the establishment of a receiving board for the February 28, 2012 election. Roll call showed Ernstes-yes, Borgfjord-yes, Culp-yes, Everett-yes, Bushouse-yes, Larson-yes, Heiny-Cogswell-yes.

PLANNING CONSULTANT AGREEMENT

Supervisor Heiny-Cogswell presented a proposal to continue with McKenna & Associates, specifically Greg Milliken, at 12 hours per week and additional time as needed upon approval from the Supervisor.

Motion by Borgfjord, second by Larson to approve the agreement at \$4,500 per month as presented. Carried.

EMPLOYEE HANDBOOK CHANGES

Supervisor Heiny-Cogswell advised the Employee Handbook required updating to reflect previous changes made in employee benefits; all employees pay a percentage of health insurance premiums, change in eligibility period for disability, and addition of descriptions of the HRA and FSA plans. It was noted information on life insurance was not provided and should be added.

Motion by Everett, second by Borgfjord to update the Employee Handbook as presented with addition of information regarding life insurance. Carried.

AMENDMENT TO POLICE CONTRACT

Supervisor Heiny-Cogswell advised the Township Board Police Committee and Citizen Ad-Hoc Police Protection Committee continues to meet to discuss current and long term provision of police protection in the Township and is recommending the amendment of the contract with the Kalamazoo County Sheriff's Department to add an additional Traffic Deputy. She noted this would allow remaining deputies more time to focus on other policing needs, cost of the additional Traffic Deputy at \$85,000 would be funded from the 2012 budget for targeted police services and long term police funding and reserve funds.

Motion by Ernstes, second by Borgfjord to amend the 2012 Police Protection Agreement to add a Traffic Deputy with cost and funding as presented. Carried.

BOARD MEMBER COMMENTS

Trustee Ernstes thanked resident Dick Hertzell, who was present, for his work on the Citizen Ad-Hoc Police Committee.

Trustee Borgfjord commented she attended the recent "Catalyst University" sponsored by Southwest Michigan First and found it very worthwhile.

There was no further business and the meeting was adjourned at approximately 8:55 p.m.

DEBORAH L. EVERETT
Township Clerk

Attested: LIBBY HEINY-COGSWELL
Supervisor