

THE CHARTER TOWNSHIP OF OSHTEMO
Public Comment Session
April 25, 2017

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

PRESENT:

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

Also present were Township Attorney James Porter, Public Works Director Marc Elliot, Captain Jim Vandyken, Deputy David Rowe and 4 interested individuals.

Public Comment

No public comment.

Discussion on Township Finances – Fire Department Funding

Supervisor Heiny-Cogswell explained that staff and the Fire Chief are still working on this item and will bring it back to the Board at the Work Session on May 9.

Township Board Meeting Protocol

Supervisor Heiny-Cogswell provided the Board with information on both “Boards That Speak With One Voice” and past Board Meeting Protocols, and asked that this Board come to a consensus about our own Board Meeting Protocol.

Policy for Public Comment: Supervisor Heiny-Cogswell shared the current policy that provides for public comment at the beginning of the meeting and with each agenda item. The Board discussed allowing public comment after motions are made and whether to allow public comment at the end of the meeting. Consensus was to have the Chair state time limits on public comment and to add a second public comment at the end of meeting agendas.

Cell Phone and Computer Use During Public Meetings: The Board reviewed policy on the impropriety of using cell phones or computers to send or receive messages which involve deliberations of a public issue which should only take place in an open meeting. No changes were suggested by the Board.

Publicizing Public Comments: The Board discussed ways to engage the public and invite them to public comment sessions. Clerk Farmer shared an idea to engage Home Owner Associations by inviting them to give the Board updates during public comment sessions.

Trustee Information Request Protocol: Supervisor Heiny-Cogswell presented the adopted policy from 2011 that provides the personnel structure and protocol for Trustees to obtain information about

Township issues. Attorney Porter reminded the Board that while it is appropriate to go through the Supervisor to engage Township staff, he is available at any time to speak with Board members.

Other Business Policy: Supervisor Heiny-Cogswell asked that when Board members have Other Business to discuss, that we place the item on a future agenda to provide for discussion and research of the topic before a motion is made. Trustee Ford requested that the Board engage in respectful deliberation.

Township Board Meeting Schedule: Trustee Everett presented options to alter the meeting schedule to allow for more discussion of work session items. Options include having an earlier start time for work sessions, adding a second meeting to every month, and having a later start time to the Regular Meeting. The Board will decide at a future date.

Updates & Other Business

Supervisor Heiny-Cogswell shared information about digital signage in the Township. Discussion is ongoing with the Oshtemo Branch Library. Consensus was to have the Buildings and Grounds Committee continue to research costs and benefits, and to test sign visibility.

Supervisor Heiny-Cogswell adjourned the work session at approximately 7:00 p.m.

THE CHARTER TOWNSHIP OF OSHTEMO Regular Meeting 7:00 p.m.

The Oshtemo Township Board regular meeting was held at the Township Hall. Supervisor Heiny-Cogswell called the regular meeting to order at approximately 7:07 p.m.

PRESENT:

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

Also present were Attorney Jim Porter, Public Works Director Marc Elliot, Fire Chief Mark Barnes, Deputy Fire Chief Greg McComb, Captain Jim Vandyken and 8 interested individuals.

Citizen Comments

Chief Mark Barnes shared that Oshtemo Firefighter Eric Olsen has been named the EMS Practitioner of the Year by the State of Michigan.

Consent Agenda

- a. Approve Minutes – April 6, 2017, Special Meeting
- b. Receipts & Disbursements Report

Supervisor Heiny-Cogswell asked the Board to add the Meeting Minutes from April 11, 2017 and April 21, 2017 to the Consent Agenda.

Motion by Ford, second by Culp to approve the Meeting Minutes and the Receipts & Disbursements Report as amended. Motion carried 7-0.

Introduction of Oshtemo Fire Department Deputy Chief Greg McComb

Chief Mark Barnes introduced the new Oshtemo Fire Department Deputy Chief Greg McComb and his family, who have joined us from Marshall, MI.

Chief Barnes explained that on December 31, 2016, then Deputy Chief Rick Griffin retired from all aspects of the fire service and returned to his home in Illinois. That departure officially started an important process to identify and hire Oshtemo's next deputy fire chief. Due diligence demanded nationwide advertisement of the position. With the help of H.R. Specialist Ed Hellwege, guidance from Supervisor Heiny-Cogswell and assistance from several other Township Staff, the initial pool of candidates totaled 45 individuals. The process included various stages of evaluation which resulted in either elimination or continued steps.

Greg has over 25-years of experience in the fire, EMS and rescue services. A few of his formal educational accomplishments include: Bachelor's degree in Public Safety Studies from Sienna Heights University, Fire Staff and Command program of Eastern Michigan University, Certification in Fire Cause Determination and Fire Instruction for the State of Michigan, and a State of Michigan paramedic license for over 20-years.

Consideration of Bicycle Five Foot Passing Distance Ordinance – Second Reading

Attorney Porter explained that this ordinance included wording that if a car does not have five feet for passing distance, they should slow down and proceed with caution.

Motion by Everett, second by Ford to approve the Bicycle Five Foot Passing Distance Ordinance. Motion carried 7-0.

Consideration of New Employee Relocation Benefit

Supervisor Heiny-Cogswell requested that the Oshtemo Township Board consider relocation benefits for Deputy Chief McComb to allow for up to \$6,000 in relocation costs. Trustee Ford wanted clarification as to whether this would create policy. Supervisor Heiny-Cogswell confirmed that it did not necessarily have to create policy. Trustee Ford mentioned that he agreed with the stipulation that the relocation be within Oshtemo Township, and requested that the HR Committee consider establishment of a policy. Clerk Farmer agreed that providing incentive for an employee to move to the Township is a good decision since it cannot be a requirement of employment.

Motion by Culp, second by Farmer to allow for up to \$6,000 in relocation costs for the new Deputy Fire Chief, and to amend the budget. Motion carried 7-0.

Consideration of Contract Award for 2017 Water Main Extension – Maple Hills Estates

Public Works Director Marc Elliott asked the Board to award the construction contract for the extension of public water main, fire hydrants and service connections throughout Maple Hill Estates, with water mains also extended along North 2nd Street and West J Avenue to complete a service loop for the West Side Low pressure district. Competitive bids were sought and four

received. Staff recommends award of the project to the lowest bidder. The KLA Group will reimburse the Township.

Motion by Ford, second by Hudok to award the Maple Hills Estates Water Extension to Balkema Excavating, Inc. for a unit cost amount of \$986,114.50 with a 5% contingency, for a total of \$1,034,420. Motion carried 7-0.

Consideration of Amended Resolution of Necessity for Redefined Electrical Easement as Public Utility Easement – South Drake Road Pathway Phase 2

Attorney Porter shared that approval of this item is no longer necessary because he expects to receive agreements from SBV Nottingham, LLC later this week. Trustee Everett asked about the other properties where easements were requested, and Attorney Porter reported that all properties have come to agreement and a taking of land by the Township will not be necessary.

Other Township Business

Trustee Hudok thanked the Supervisor and the Fire Chief for their diligent search for a Deputy Fire Chief.

Clerk Farmer informed the Board that the financial pre-audit has started and asked the Board to be prepared for departmental budget amendments as some budget items from 2016 were paid out in 2017.

Supervisor Heiny-Cogswell shared the MTA proposed policy platform from the April conference.

Board Member Comments

No Board Member comments.

Supervisor Heiny-Cogswell adjourned the regular meeting of the Oshtemo Township Board at approximately 7:43 p.m.

Dusty Farmer
Township Clerk

Attested: Elizabeth Heiny-Cogswell
Supervisor