

**THE CHARTER TOWNSHIP OF OSHTEMO**  
**Township Board Meeting**  
**October 25, 2016**

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

**PRESENT:**

Supervisor Libby Heiny-Cogswell  
Clerk Deb Everett  
Treasurer Nancy Culp  
Trustee Nancy Carr  
Trustee Dusty Farmer  
Trustee Zak Ford  
Trustee Grant Taylor

Also present were Township Attorney James Porter, Public Works Director Marc Elliott, and 1 interested person.

**Road Commission of Kalamazoo County** – Road Commissioners Ken Oscarson, Dan Moyle and Deb Buchholtz, Managing Director Joanna Johnson, Project Operations Director Travis Bartholomew, and Engineer Ryan Minkus were present. Informational items included funding sources, methods of road maintenance, and Township roads condition survey.

The Board work session adjourned at approximately 6:45 p.m.

**PRESENT:**

Supervisor Libby Heiny-Cogswell  
Clerk Deb Everett  
Treasurer Nancy Culp  
Trustee Nancy Carr  
Trustee Dusty Farmer  
Trustee Zak Ford  
Trustee Grant Taylor

Also present were Township Attorney James Porter, Public Works Director Marc Elliott, Planning Director Julie Johnston, and 5 interested people.

**CONSENT AGENDA**

Items on the consent agenda were:

- a) Minutes of October 11<sup>th</sup> regular meeting.
- b) Receipts & Disbursements Report

Motion by Taylor, second by Ford to approve the consent agenda. Carried 7-0.

**OSHTEMO NATURAL FEATURES INVENTORY CONSULTANT**

Planning Director Johnston presented a request to enter into an agreement with the W.E. Upjohn Center for the Study of GIS and Geographical Change, WMU Department of Geography, for a natural features inventory that will support the development of the Subdivision/Site Condominium Ordinance, Master Plan, and rural character development. She advised the Center has data sets and technology needed to map the natural features of the Township; ordinance language can utilize the mapping tool to help regulate subdivision/site condominium design in a way that supports the Master Plan.

In response to board members' questions, Ms. Johnston advised the data can be incorporated into the Township's GIS system, the project would be completed by the end of this year, the potential additions provided in the proposal are not needed at this time, the cost of \$8,146.80 does not require a budget amendment, Planning Department funds will be reallocated.

Motion by Taylor, second by Culp to authorize the Supervisor to execute the agreement. Carried 6-1 with Carr voting no.

**DISCUSSION 2017 – 2022 CAPITAL IMPROVEMENT PLAN (CIP)**

Supervisor Heiny-Cogswell advised the Capital Improvement Plan has been provided to the Board and will be acted on at the public hearing of the 2017 budget at the November 15<sup>th</sup> meeting.

In response to Trustee Ford's inquiry, Supervisor Heiny-Cogswell and Public Works Director Elliott advised there have been several meetings regarding the Township's pre-application for the USDA Rural Development Grant program in seeking funding for sanitary sewer; once submitted a response is expected in 30-60 days.

**SOUTHWEST MICHIGAN BUILDING AUTHORITY (SMBA) 2017 BUDGET**

The proposed 2017 budget for the Southwest Michigan Building Authority was before the Board for consideration; as a member jurisdiction, it requires Township Board approval.

In response to board members' questions, Supervisor Heiny-Cogswell advised the Board previously voted to approve a separation from the Kalamazoo Area Building Authority (KABA), and also previously voted to appoint Jerry Reitenour, as Building Official of SMBA, and therefore Building Official for the Township, Building Inspector Garrett Reitenour is Building Official Reitenour's son; the partial 2016 SMBA budget previously approved included start up contributions from Oshtemo and Cooper Townships which will be reimbursed, the 2017 SMBA revenue will be generated by permit fees. Attorney Porter advised he will be working jointly with the Cooper Township attorney to jointly represent SMBA.

Motion by Culp, second by Ford to approve the 2017 SMBA budget. Carried 7-0.

**OTHER BUSINESS  
BOARD/COMMITTEE APPOINTMENTS**

Supervisor Heiny-Cogswell presented recommendations to appoint Cheri Jodoin and Galen Rike to fill two vacancies on the South Drake Corridor Improvement Authority (SoDA) and Ollie Chambers to complete a partial term on the Planning Commission.

Motion by Taylor, second by Everett to approve the appointments. Carried 7-0.

There was no further business and the meeting was adjourned at approximately 7:40 p.m.

**DEBORAH L. EVERETT**  
Township Clerk

**Attested: ELIZABETH HEINY-COGSWELL**  
Supervisor