

THE CHARTER TOWNSHIP OF OSHTEMO
Township Board Meeting
November 13, 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 Lee Larson

Also present were Township Attorney James Porter, Township Engineer Marc Elliott, Fire Chief Mark Barnes, and 4 interested people.

KCSD Activity Report

Sgt. Todd Meyers was present and provided information on recent activity in the Township.

Kalamazoo County Commissioner Report

Commissioner Brandt Iden provided an update on recent County activities.

KL Avenue Hydrant Project – A recommendation from the Capital Improvements Committee to install thirteen hydrants along KL Avenue from 8th Street to just west of 4th Street and two on 4th Street just north of KL Avenue, was reviewed. It was noted this segment of water line was installed originally due to the KL Landfill issues and did not include hydrants. There was discussion regarding placement with Chief Barnes who encouraged consideration of 500 feet average spacing between hydrants; the CIC recommendation places the hydrants at property lines resulting in a varied distance between them.

Motion by Bushouse, second by Larson to accept the recommendation of CIC and put the project out for bid. Carried.

2013 Professional Consultants – Auditor and Engineer – Supervisor Heiny-Cogswell presented a recommendation to appoint Siegfried, Crandall, P.C. as Township Auditor and Prein & Newhof as primary Township consulting engineer with Williams & Works as secondary. She noted while Engineer Elliott has been hired in house part time which will result in a cost savings, there are still some items that would need to be handled by a consulting firm.

Motion by Everett, second by Borgfjord to appoint Siegfried, Crandall, P.C. as Township Auditor and Prein & Newhof as primary consulting Engineer with Williams & Works as secondary. Carried.

2013 Road Projects – the proposed list of road projects for 2013 was reviewed. It is anticipated PAR funds from the Kalamazoo County Road Commission will be approximately \$135,600; the 2013 Township budget for road projects is \$200,000. Funds are not available for every recommended project, they have been prioritized by the Capital Improvements Committee with input from KCRC. This item will be taken up for action on the regular meeting agenda.

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

Supervisor Heiny-Cogswell called the regular meeting to order at approximately 7:00 p.m.

PRESENT:
Supervisor Libby Heiny-Cogswell
Clerk Deb Everett
Treasurer Nancy Culp
Trustee Grace Borgfjord
Trustee Dave Bushouse
Trustee Lee Larson

Also present were Township Attorney James Porter, Township Engineer Marc Elliott, Fire Chief Mark Barnes, and 6 interested people.

Motion by Borgfjord, second by Larson to approve the October 23rd regular meeting minutes. Carried.

Income to the General, Building, Fire, and Sewer & Water Funds of \$44,011.86 and disbursements of \$152,844.77 were reported. Motion by Borgfjord, second by Culp to accept the receipts and disbursements report. Carried.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Nancy Carr, Trustee-Elect inquired if the absentee ballots were counted for the November 6th General Election. Clerk Everett responded they were.

2013 ROAD PROJECTS

As discussed at the work session the list of proposed road projects for 2013 were before the Board. Supervisor Heiny-Cogswell reviewed the list to include:

6th Street – Stadium Drive to ML Avenue
7th Street – M-43 north to end
9th Street – H Avenue to GH Avenue
GH Avenue – 8th Street to 9th Street
8th Street – GH Avenue to G Avenue
H Avenue – 6th Street to 9th Street
L Avenue – VanKal to 4th Street
M Avenue – VanKal to 4th Street
Atlantic Street
Pondview Drive
Pondview Circle

Motion by Borgfjord, second by Larson to approve the 2013 road projects as presented. Carried.

2013 BUDGET PUBLIC HEARING FIRE PROTECTION SPECIAL ASSESSMENT DISTRICT

There was no public comment.

Motion by Everett, second by Borgfjord to adopt the Fire Protection Special Assessment Resolution for 2013 in the amount of \$1,680,213. Roll call showed Borgfjord-yes, Bushouse-yes, Culp-yes, Everett-yes, Heiny-Cogswell-yes, Larson-yes.

STREET LIGHT SPECIAL ASSESSMENT DISTRICT

There was no public comment.

Motion by Culp, second by Larson to adopt the Street Light Special Assessment Resolution for 2013 in the amount of \$136,119. Roll call showed Borgfjord-yes, Bushouse-yes, Culp-yes, Everett-yes, Heiny-Cogswell-yes, Larson-yes.

POLICE PROTECTION SPECIAL ASSESSMENT DISTRICT

There was no public comment.

Motion by Borgfjord, second by Everett to adopt the Police Protection Special Assessment Resolution for 2013 in the amount of \$586,206. Roll call showed Borgfjord-yes, Bushouse-yes, Culp-yes, Everett-yes, Heiny-Cogswell-yes, Larson-yes.

GENERAL FUND PUBLIC HEARING

There was no public comment.

Motion by Everett, second by Larson to adopt the General Fund Budget Resolution for 2013 in the amount of \$6,350,765 and a resolution regarding routine expenditures and purchases. Roll call showed Borgfjord-yes, Bushouse-yes, Culp-yes, Everett-yes, Heiny-Cogswell-yes, Larson-yes.

RESOLUTIONS – OFFICIALS SALARIES

Motion by Everett, second by Culp to adopt the resolution establishing the Supervisor salary at \$63,379 for 2013. Roll call showed Borgfjord-yes, Bushouse-yes, Culp-yes, Everett-yes, Heiny-Cogswell-abstain, Larson-yes.

Motion by Culp, second by Borgfjord to adopt the resolution establishing the Clerk salary at \$63,379 for 2013. Roll call showed Borgfjord-yes, Bushouse-yes, Culp-yes, Everett-abstain, Heiny-Cogswell-yes, Larson-yes.

Motion by Heiny-Cogswell, second by Larson to adopt the resolution establishing the Treasurer salary at \$63,379 for 2013. Roll call showed Borgfjord-yes, Bushouse-yes, Culp-abstain, Everett-yes, Heiny-Cogswell-yes, Larson-yes.

Motion by Culp, second by Everett to adopt the resolution establishing the Trustee salary at \$2,400 per year plus \$50.00 per meeting for 2013. Roll call showed Borgfjord-yes, Bushouse-yes, Culp-yes, Everett-yes, Heiny-Cogswell-yes, Larson-yes.

POLICE PROTECTION AGREEMENT – 2013

Supervisor Heiny-Cogswell presented the police protection agreement with Kalamazoo County for 2013 in the amount of \$759,592; the agreement calls for the current staffing to remain in place with five full time patrol officers, one full time traffic officer and one full time sergeant.

Motion by Everett, second by Borgfjord to approve the police protection agreement for 2013. Carried.

MEMO OF UNDERSTANDING REGARDING ASSISTANCE TO FIREFIGHTERS GRANT

Chief Barnes advised in order for Kalamazoo County to receive radio equipment through a Homeland Security Grant for which the Township is the fiduciary, they are requesting a Memo of Understanding with the Township.

Motion by Heiny-Cogswell, second by Borgfjord to authorize the Supervisor and Clerk to sign the agreement. Carried.

2013 DEPOSITORIES

Treasurer Culp presented a list of depositories for Township funds for 2013.

Motion by Culp, second by Larson to approve the list of depositories. Carried.

TOWNSHIP PURCHASING POLICY

Supervisor Heiny-Cogswell presented the Township Purchasing Policy, first adopted in 2011 for affirmation.

Motion by Heiny-Cogswell, second by Everett to affirm the Township Purchasing Policy. Carried.

POVERTY EXEMPTION STANDARDS – 2013

Poverty exemption guidelines for property assessment appeals for 2013 as approved by the Michigan State Tax Commission were before the Board for consideration.

Motion by Everett, second by Culp to adopt a resolution establishing the poverty exemption guidelines for 2013. Roll call showed Borgfjord-yes, Bushouse-yes, Culp-yes, Everett-yes, Heiny-Cogswell-yes, Larson-yes.

JOB DESCRIPTION AMENDMENTS

A recommendation from the Human Resources Committee regarding three job descriptions was before the Board for consideration. Rental Housing Inspector – new description with duties to be handled by the Ordinance Enforcement Officer; this was previously conducted by the Building Department, update to the Zoning Administrator description to add physical requirements, and a second Part Time Seasonal position.

Motion by Borgfjord, second by Culp to approve the job descriptions as presented. Carried.

OTHER BUSINESS

LIQUOR LICENSE TRANSFER – MI RANCHITO

Attorney Porter presented a request from MAPPSCO, LLC to approve a transfer of the liquor license currently held by MiRanchito. Emilio Dacoba, representing MAPPSCO advised the owners of MiRanchito are retiring and he is purchasing the business with plans to do some remodeling and reopen the restaurant.

Motion by Heiny-Cogswell, second by Culp to adopt the resolution approving the liquor license transfer. Roll call showed Borgfjord-yes, Bushouse-yes, Culp-yes, Everett-yes, Heiny-Cogswell-yes, Larson-yes.

MDOT AGREEMENT – WEST MAIN SIDEWALKS

Supervisor Heiny-Cogswell presented a resolution to approve a contract with MDOT for sidewalk improvements when they resurface the M-43 bridge over US-131 next year. She noted as discussed at the May 22nd meeting, MDOT will be installing a cantilevered sidewalk to the south side of the bridge but it will be up to the Township to construct the remaining sidewalk segments. She also noted the original estimate of \$60,000 budgeted for 2013 has increased to \$84,200 so a budget amendment will be needed.

Motion by Everett, second by Larson to approve the contract with MDOT and amend the 2013 budget for the project in the amount of \$84,200. Carried.

BOARD MEMBER COMMENTS

Trustee Bushouse commented this was his last meeting; he commented he has been involved with the Township for many years, as assessor, zoning administrator, building inspector, fire chief and board member. He reminded new board members they represent all the citizens of the Township and wished the incoming board well.

Trustee Borgfjord commented she has enjoyed her time on the board and wished the new board well.

Clerk Everett thanked Trustee Borgfjord for her contributions, and commended Trustee Bushouse for his many years of service, particularly his positive impact on the Fire Department and negotiating skills in acquiring the Drake House.

Supervisor Heiny-Cogswell also thanked Trustees Borgfjord, Bushouse and Ernstes, who was not present, for their service to the citizens of the Township.

CLOSED SESSION

Motion by Everett, second by Borgfjord to adjourn to closed session to discuss legal opinion of the Township Attorney because doing so in open meeting would have a detrimental financial effect upon the Township's position and could disclose matters protected by attorney-client privilege.

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

The Board adjourned to closed session at approximately 8:30 p.m.

Motion by Heiny-Cogswell, second by Borgfjord to return to open session at approximately 8:50 p.m.

Motion by Bushouse, second by Larson to direct the Supervisor and Attorney to proceed as discussed in closed session. Carried.

There was no further business and the meeting was adjourned at approximately 8:50 p.m.

DEBORAH L. EVERETT
Township Clerk

Attested: LIBBY HEINY-COGSWELL
Supervisor