

THE CHARTER TOWNSHIP OF OSHTEMO
Township Board Meeting
February 9, 2016

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 5 interested people.

Update – Kalamazoo County Sheriff’s Department – Lt. Troy Faulk provided information on recent activities in the Township.

County Commissioner Julie Rogers provided information on recent activities of the County Board.

Update – Non-Motorized & Transit – Updates were provided on the South Drake Road non-motorized project and public transit.

Committee Updates – Supervisor Heiny-Cogswell provided an update on the police protection contract.

The Board work session adjourned at approximately 6:55 p.m.

Supervisor Heiny-Cogswell called the regular meeting to order at 7:00 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, Fire Chief Mark Barnes, Planning Director Julie Johnston, and 8 interested people.

CITIZEN COMMENTS

None.

CONSENT AGENDA

- a) Minutes of the January 12th regular meeting.
- b) Receipts & Disbursements Report.
- c) 2016 Board & Committee Appointments.
- d) 2016 Road Maintenance Projects.
- e) Update on Drake Farmstead 2016 Work.
- f) Update on Flesher Field Phase I and Phase II Redevelopment Work.
- g) Fire Department Tow Vehicle Replacement Request.

Trustee Taylor requested item b and item g be removed.

Motion by Farmer, second by Culp to approve the consent agenda as amended. Carried 7-0.

Item b – Trustee Taylor inquired how often the Township insurance package is put out for bid. It was noted it has been in place for several years; Attorney Porter commented he felt the Township is well covered by the current policy.

Motion by Taylor, second by Farmer to approve the Receipts & Disbursements Report. Carried 7-0.

Item g – Trustee Taylor inquired if a grant had been sought for the tow vehicle. Fire Chief Barnes advised the Department does look for grants that are applicable.

Motion by Taylor, second by Culp to approve the Fire Department expenditure. Carried 7-0.

UPDATE – BTR 2.0 – FEDERAL ECONOMIC DEVELOPMENT PRE-APPLICATION

Bob Miller, WMU Associate Vice President of Community Outreach, provided an update on the development of BTR 2.0 on the Colony Farm Orchard property, advising they are partnering with the Township and working with the design team of Fishbeck, Thompson, Carr & Huber and O'Boyle, Cowell, Blalock & Associates to design the infrastructure. He also advised an advisory council has been formed with members including the Asylum Lake Preservation Association and Management Council, Southwest Michigan First, and WMU Planning & Finance. He advised the timeline includes a public input session already held, others scheduled for March 3rd, and May 5th. He noted the Township and WMU are co-applicants for a Federal Economic Development grant which would fund 50% of the infrastructure cost with a required 50% match, construction documents are expected to be completed by June 1st, with construction to start November 1st and completion by September 1, 2017.

WEST PORT VILLAGE II – PRELIMINARY PLAN – STEP II

Planning Director Johnston presented a recommendation for preliminary plan approval for West Port Village II, a site condominium development on the south side of H Avenue between Drake Road and US 131, Phase II will consist of 27 building sites served by private streets and public sewer and water. She advised a performance bond has been provided by the applicant to meet the Planning Commission condition that sidewalks be built in Phase I where existing homes are located prior to commencement of Phase II. Ms. Johnson recommended approval of Step II with conditions that sidewalk design meet Township standards, ramps and curb cuts installed integral to the casting of the curb, sidewalk roadway crossing approaches include detectable warning plates with pavement markings with placement of detectable warnings detailed on the plan, curb drainage structures are not to be located in the proposed crosswalks, details as requested by the Township Engineer be shown on the plans, water main taps and service leads should be installed with construction of the water main, detail regarding grade of sewer piping corrected and new plan sheets showing the changes be submitted.

Motion by Heiny-Cogswell, second by Taylor to grant Step II Preliminary Plan approval for West Port Village Phase II with conditions as recommended by the Planning Director. Carried 7-0.

TOWNSHIP/KABA CUBICLE AREA FACILITY IMPROVEMENTS

Supervisor Heiny-Cogswell presented a recommendation for purchase of office cubicle elements to reconfigure office space for the Kalamazoo Area Building Authority (KABA) and Township needs. She advised KABA will continue to pay rent which she recommends be increased by \$3,000 to \$15,000 annually recognizing an increase in the space, the plan indicates use of retained and new fixtures, some components will be purchased by KABA with the cubicle fixtures remaining under ownership of the Township for future use with the new layout enhancing customer service for both entities; the Township portion is \$29,693.88 plus hardware and installation for IT connections using the building reserve fund with an estimated completion time of 8 weeks from date of the order.

Trustee Taylor commented it is a good move to improve the office infrastructure.

Trustee Farmer commented she is in favor; it provides a proper workspace.

Trustee Carr commented she is not in favor, KABA needs to be more functionally efficient and inquired why they are not looking for their own space. Supervisor Heiny-Cogswell commented it is beneficial to

Township residents to have KABA located in the Township Office, and advised Trustee Carr if she will identify her concerns they can be reviewed.

Motion by Farmer, second by Culp to amend the budget for an expenditure up to \$35,000 for the KABA and Township office reconfiguration. Carried 6-1 with Carr voting no.

BOARD MEMBER COMMENTS

Trustee Farmer inquired if Trustee Taylor's earlier questions regarding seeking insurance bids was a request to do so. There was discussion that when the current carrier was selected it was due to better coverage at a lower premium and not all carriers provide insurance products for municipal needs. Consensus was to reevaluate when work begins on the 2017 budget.

Motion by Taylor, second by Farmer to reevaluate insurance coverages for the 2017 budget. Carried 7-0.

Trustee Taylor offered condolences to Supervisor Heiny-Cogswell for the recent passing of her mother. Supervisor Heiny-Cogswell thanked all for their condolences.

There was no further business and the meeting was adjourned at approximately 7:50 p.m.

DEBORAH L. EVERETT
Township Clerk

Attested: ELIZABETH HEINY-COGSWELL
Supervisor