

THE CHARTER TOWNSHIP OF OSHTEMO
Township Board Meeting
January 11, 2011

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 James Grace

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

KCSD Activity Report

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

Township Rental Facilities Rules – Proposed Amendments

Discussion was held regarding amending the rules for rental of the Grange Hall and Oshtemo Community Center in light of recent issues at the Grange Hall. The proposed changes include reinstating the policy of renting only to Township residents, instituting a security deposit schedule based on number of uses, \$250.00 for first time renters, \$100.00 for 2 to 5 rentals and \$50.00 for those who have rented over 5 times and are in good standing, not providing first time renters with a key but having them let into the facility at the beginning of their rental period and locking up at the end of the rental period, requiring a key deposit of all users, and consider installing video surveillance.

Motion by Borgfjord, second by Culp to institute the new policies effective immediately. Carried.

Township Purchasing Policy – Draft #2

Draft #2 of a proposed Township purchasing policy was reviewed; draft #3 will be considered at the February 8th meeting.

Update – 401(a) and 457 (b) Plan Documents

Supervisor Heiny-Cogswell advised the transition of the Township's 401(a) Defined Contribution Retirement Plan and 457(b) Deferred Compensation Plan to Greenleaf Trust has been moved up to March 1st due to a delay in receiving the required information from the current plan holder.

Discussion – 401(a) Plan Amendment

Supervisor Heiny-Cogswell reviewed a recommendation from the Personnel Committee to provide up to a 2% match for the 401(a) Defined Contribution Retirement Plan; she also provided information regarding expected revenues, noted there had been no salary increases since January, 2009. Information regarding actual dollar amounts this would involve was requested with consensus to consider the item at the February 8th meeting.

Other Business

Trustee James Grace asked for clarification as to who the Township Attorney is responsible to. Attorney Porter will provide a memo.

The Board work session adjourned at approximately 6:50 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 Grace Borgfjord
Trustee Dave Bushouse
Trustee James Grace

Also present were Township Attorney James Porter, Township Engineer Marc Elliot, and 17 interested people.

Motion by Borgfjord, second by James Grace to approve the December 14th regular meeting minutes. Carried.

Income to the General, Building, Fire, Sewer & Water Funds of \$657,549.57 and disbursements of \$200,400.39 were reported. Motion by James Grace, second by Borgfjord, to accept the receipts and disbursements report. Carried.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Kadir Mohmand, 6147 Old Log Trail, asked Supervisor Heiny-Cogswell to read a letter into the record addressing his concerns regarding the current 9th Street Focus Area. *(filed in Supplement to Minutes)*

NATURAL FEATURES INVENTORY TOWNSHIP PARK & FLESHER FIELD

Sarah Reding, from the Kalamazoo Nature Center presented the findings of the Natural Features Inventory conducted at the Township Park and Flesher Field. It was noted the study was funded by a grant from the Kalamazoo Community Foundation; the findings and recommendations can be utilized in future park development.

PROPOSED FIRE CORP PROGRAM

Firefighters Eric Burghardt and Tom Sivak presented information regarding the formation of a Fire Corps Program, a citizen volunteer group to provide civilian support services to Fire Department functions, i.e., public education, scene photographers, community outreach. Their recommendation for the first step would be to establish a Fire Department photographer, Homeland Security grant funding is available through Kalamazoo County Emergency Management Office to provide equipment and uniforms. In response to Board Members questions, they advised the citizen participants would receive extensive training and be limited in the scope of their allowed activity. This item will be considered at the February 8th meeting.

TRUSTEE RESIGNATION

Supervisor Heiny-Cogswell advised a letter of resignation had been received from Trustee Scott McCormick.

Motion by James Grace, second by Borgfjord to accept the letter of resignation. Carried.

Discussion was held regarding the procedure to fill the vacancy. Board members had concerns of making an appointment, would prefer the electors of the Township choose but when considering the cost of conducting a special election, consensus was to appoint and use the same procedure that had been utilized in the past; resumes will be accepted until 5:00 p.m. on January 25th, public interviews will be conducted at the February 8th meeting, if the number of applicants warrants, more public interviews will be scheduled the first week of February, applicants will be interviewed in alphabetical order, final appointment will be made at the February 22nd meeting.

2011 MECHANICAL & ELECTRICAL INSPECTOR CONTRACTS

Supervisor Heiny-Cogswell presented renewal contracts for the mechanical and electrical inspectors for the 2011 calendar year advising there were no changes from the previous years' contracts.

Kadir Mohmand, 6147 Old Log Trail, commented the Planning Department should also be contracted.

Motion by Everett, second by Culp to approve the mechanical and electrical inspector contracts for 2011. Carried.

BOARD MEMBER COMMENTS

Supervisor Heiny-Cogswell restated for the benefit of those present the changes made the Township's facility rental policies at the work session.

She also advised the historical sewer and water maps have been preserved by WMU with digital copies provided.

There was no further business and the meeting was adjourned at approximately 9:00 p.m.

DEBORAH L. EVERETT
Township Clerk

Attested: LIBBY HEINY-COGSWELL
Supervisor