

**THE CHARTER TOWNSHIP OF OSHTEMO**  
**Township Board Meeting**  
**April 10, 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 Scott Ernstes  
Trustee Lee Larson

Also present were Township Attorney James Porter, and 2 interested people.

**KCSD ACTIVITY REPORT**

Supervisor Heiny-Cogswell noted a written report had been received from Sgt. Todd Meyers on recent activity in the Township.

**KALAMAZOO COUNTY COMMISSIONER REPORT**

County Commissioner Brandt Iden provided an update on recent County activities.

**UPDATES**

**Flesher Field Improvements MNRTF Grant Application** – the application has been filed, grants will be awarded December 1<sup>st</sup>.

**Assessing Training** – the Township will be hosting a BS&A assessing program training, other municipalities will attend.

**KABA** – the Board has appointed officers, Lee Larson, Chair, George Cochran, Treasurer and Randy Thompson, Secretary. They adopted by-laws, set their fiscal year and will be selecting a director and setting a fee schedule in the near future.

**Capital Budget** – the Board reviewed the capital expenditures budgeted for 2012 and discussed possible projects for 2013.

The Board work session adjourned at approximately 6:50 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 Scott Ernstes  
Trustee Lee Larson

Also present were Township Attorney James Porter, Fire Chief Mark Barnes, Deputy Chief Rick Griffin, and 6 interested people.

Motion by Borgfjord, second by Larson to approve the March 13<sup>TH</sup> regular meeting minutes. Carried.

Income to the General, Building, Fire, and Sewer & Water Funds of \$3,074,723.52 and disbursements of \$413,450.94 were reported. Motion by Borgfjord, second by Ernstes to accept the receipts and disbursements report. Carried.

**CITIZENS COMMENTS ON NON-AGENDA ITEMS**

Kitty Gelling, representing Oshtemo Rotary Club invited all to a fund raiser on April 25<sup>th</sup> from 5:00 p.m. to 8:00 p.m. at Texas Corral. She advised Rotary Club members will be acting as servers and will receive a portion of the proceeds which will be allocated toward the Club's Township Park improvement contribution.

### **FIRE DEPARTMENT PURCHASE – REPLACEMENT DEFIBRILLATORS**

Firefighter Eric Burghardt presented an informative program regarding the Fire Department's existing automatic external defibrillators (AED) and the next generation advising the need to replace some current units. A total of 11 units would be acquired with one being funded 100% from the Township's participation in the Kalamazoo Valley Intergovernmental Ambulance Agreement and one funded 50% from Kalamazoo County Medical Control and the remaining nine at \$2,468.70 each. It was noted \$28,600 was budgeted in Fire Department capital for 2012.

Motion by Ernstes, second by Culp to approve the purchase as presented. Carried.

### **FIREWORKS EVENT – JUNE 29, 2012**

Fire Chief Mark Barnes advised Marc DeForest, Township resident and owner of S2Games has gifted to the community a fireworks display to be held on June 29<sup>th</sup>, launched from the Prairies Golf Course on West Main. He further advised Oshtemo Rotary will be assisting with distributing information to area merchants and the Fire Department will help secure the golf course during the event. In response to Board members questions, he advised the Township bears no liability by signing on as a co-sponsor, insurance will be provided by the fireworks vendor/company launching the display, there is no financial commitment on the part of the Township requested and both fire stations will be staffed during the event.

Motion by Everett, second by Borgfjord to co-sponsor the fireworks event. Carried.

### **RESOLUTION TO ESTABLISH RECEIVING BOARDS**

Clerk Everett presented a resolution to establish receiving boards for the May 8<sup>th</sup>, August 7<sup>th</sup>, and November 6<sup>th</sup> 2012 election dates noting that State law requires Township Board action to do so.

Motion by Culp, second by Borgfjord to adopt a resolution authorizing the establishment of a receiving board for the May 8<sup>th</sup>, August 7<sup>th</sup>, and November 6<sup>th</sup>, 2012 elections. Roll call showed Ernstes-yes, Borgfjord-yes, Culp-yes, Everett-yes, Bushouse-yes, Larson-yes, Heiny-Cogswell-yes.

### **KALAMAZOO REGIONAL WATER/WASTEWATER COMMISSION DUES**

Supervisor Heiny-Cogswell presented an invoice in the amount of \$16,500 for dues to the Kalamazoo Regional Water & Wastewater Commission. She noted three of the last seven years the Commission did not assess full dues of \$11,500, they averaged \$2,300. In response to questions from Trustee Bushouse, she advised the City of Kalamazoo is no longer a member and the group's quest for information as to how rates are established is close to being answered. She further noted the dues were budgeted for in the water and sewer funds for this year.

Motion by Bushouse, second by Borgfjord to approve the expenditure in the amount of \$16,500 for the Kalamazoo Regional Water/Wastewater Commission dues. Carried.

### **PLANNING DIRECTOR APPOINTMENT**

Supervisor Heiny-Cogswell presented a recommendation from the Human Resources Committee Board Members to appoint Greg Milliken as Planning Director. She noted he has worked as a contracted consultant for the Township for five years, therefore is very familiar with the Township, and has other broad experience spanning approximately twelve years. She advised the recommendation is to hire Mr. Milliken for a full time salary, 40 hour position, and contract 30% of his professional services to Kalamazoo Township and receive reimbursement for the salary and benefit costs therein, the net result being slightly less than annually budgeted for the previous planning position, and amending the Planning Department budget to adjust the director salary to \$75,000, prorated for the balance of 2012 based upon a start date of April 30<sup>th</sup>, and revenue from contract with Kalamazoo Township for reimbursement of \$22,500 plus 30% of benefits expense.

Motion by Everett, second by Borgfjord to appoint Greg Milliken as Planning Director and amend the Planning Department budget as recommended. Carried.

### **EMPLOYEE HANDBOOK REVISIONS**

A recommendation from the Human Resources Committee to revise Section 3.5 clarifying eligibility for holiday pay and Appendix B clarifying the requirement that an employee shall take days equal to their normal work week off each calendar year in the Employee Handbook were before the Board.

Motion by Everett, second by Ernstes to adopt a resolution to approve the proposed amendments as presented. Roll call showed Larson-yes, Bushouse-yes, Everett-yes, Culp-yes, Borgfjord-yes, Ernstes-yes, Heiny-Cogswell-yes.

#### **JOB DESCRIPTION REVISION**

A recommendation from the Human Resources Committee to revise the job descriptions for the Violations Bureau Administrator, changing it to Violations Bureau Administrative Assistant was before the Board.

Motion by Borgfjord, second by Heiny-Cogswell to approve the revision as presented. Carried.

#### **FIRE DEPARTMENT PURCHASE – REPLACEMENT PARTS FOR SELF CONTAINED BREATHING APPARATUS (SCBA)**

Deputy Fire Chief Rick Griffin advised the department's SCBA had been evaluated by a committee consisting of himself, Capt. Chip Everett, Firefighter Matt Carlson, Firefighter Pete Nave and Firefighter Grant Gelling, and determined that at this time 64 cylinders are needed due to age or failure during the annual safety testing along with repairs to other existing equipment, anticipating these replacements and repairs will carry the system for another three to five years. He noted it was also determined that upgrading to a new version would not be beneficial at this time since there have been no significant changes to the NFPA standards since the existing equipment was purchased in 2001; waiting until the standard is updated will provide significant safety upgrades.

Motion by Culp, second by Everett to approve an expenditure not to exceed \$50,000 for the replacement cylinders and repairs as presented. Carried.

#### **SUMMER PARK EVENTS**

Trustee Borgfjord advised Friends of the Parks in collaboration with the Kalamazoo Public Library would like to host three movies in the Township Park this summer, June 21<sup>st</sup>, July 19<sup>th</sup>, and August 16<sup>th</sup>, with rain dates on the following day. She noted revenue from the past two Sunburst runs are funding the required licensing and portable screen, the library will provide the projector and sound equipment and staff to operate them. Volunteers from the library and Sunburst Run board will be on site as well. Township Board approval is needed since the events would take place outside of normal park hours.

Motion by Everett, second by Culp to approve the use of the park after normal hours for the events as presented. Carried.

#### **BOARD MEMBER COMMENTS**

Trustee Borgfjord advised the public dedication for the Township Park improvements will be held on May 19<sup>th</sup> from 2:00 to 4:00 p.m. and Friends of the Parks is seeking volunteers to assist.

#### **CLOSED SESSION**

Motion by Everett, second by Borgfjord, to adjourn to closed session to discuss purchase of real estate. Roll call vote showed Ernstes-yes, Borgfjord-yes, Culp-yes, Everett-yes, Bushouse-yes, Larson-yes, Heiny-Cogswell-yes.

The Board adjourned to closed session at approximately 8:10 p.m.

Motion by Everett, second by Culp to return to open session at approximately 8:20 p.m. Carried.

#### **OPEN SESSION**

Motion by Everett, second by Borgfjord to authorize the Supervisor and Township Attorney to proceed as discussed regarding purchase of real estate. Carried.

There was no further business and the meeting was adjourned at approximately 8:20 p.m.

**DEBORAH L. EVERETT**  
Township Clerk

**Attested: LIBBY HEINY-COGSWELL**  
Supervisor