

THE CHARTER TOWNSHIP OF OSHTEMO
Township Board Meeting
April 27, 2010

The Oshtemo Township Board public comment 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 Grace Borgfjord
Trustee Dave Bushouse
Trustee James Grace
Trustee Scott McCormick

Also present was Township Attorney James Porter, Township Engineer Marc Elliott, Planning Director Jodi Stefforia, and 2 interested people.

Master Land Use Plan Consultant Contract – Planning Director Stefforia presented a request for approval for a revised scope of services agreement with McKenna & Associates to complete the Master Land Use Plan. She noted that several chapters have been completed by Planning staff that were in the original contract with McKenna, therefore, a revised scope of services is needed and feels the future land use chapter and map and sub-area plans would benefit from McKenna's expertise. She noted the overall contract amount originally approved in 2008 is not being changed. It was noted the 2010 budget would need to be amended since the 2010 Planning Department budget was based on the Planning Department completing the future land use plan chapter and the consultant completing some of the sub-area plans.

Motion by James Grace, second by Culp to approve the amended scope of services regarding the contract with McKenna & Associates for the Master Land Use Plan.

DDA Recommendation – Streetscape Master Plan Consultant - Planning Director Stefforia presented a recommendation from the Downtown Development Authority (DDA) to approve the proposal from M.C. Smith Associates in the amount of \$22,500 for the village area conceptual streetscape master plan. She advised five firms submitted proposals, a subcommittee of the DDA Board of Directors reviewed and then conducted interviews with two. There was discussion regarding the proposal language referencing phasing of the project; DDA Chair Terry Schley commented that while the selection was made with the intention that if the services provided are found to be good, the project would carry forward with the same consultant, the understanding should be that is not guaranteed. Consensus was it should be clear the proposal being accepted is for the conceptual plan only. Supervisor Heiny-Cogswell commented she has enjoyed serving on the DDA Board and while there seemed to have been a communication error regarding this project, appreciates the group's efforts.

Motion by Culp, second by James Grace to approve the recommendation of the DDA and accept the proposal from M.C. Smith & Associates in the amount of \$22,500 for the conceptual streetscape master plan with the understanding

Kalamazoo Regional Water & Wastewater Agreement – Proposed Amendments

Supervisor Heiny-Cogswell presented a resolution to amend and restate the Kalamazoo Regional Water & Wastewater Agreement. Discussion items included the need for and purpose of the commission to attempt to gather needed information and negotiate with the City of Kalamazoo to determine water and sewer rates charged are fair and reasonable, dues are structured according to number of users in a municipality, and each municipality will choose a designated representative. This item is on the regular agenda for action.

West Main Sidewalk In Fill Project – Supervisor Heiny-Cogswell advised that as part of the redevelopment of the former Frank's Nursery building on Maple Hill Drive, sidewalk would be installed along that property's frontage, leaving an approximate gap of 175 feet to complete sidewalk to West Main. She proposed this portion be included in the current West Main sidewalk in fill project currently under design for a proposed special assessment district and for which the Township was awarded a grant. Consensus was to add the additional frontage on Maple Hill Drive to the project.

Supervisor Heiny-Cogswell called the regular meeting to order at 7:05 p.m.

PRESENT:

Supervisor Libby Heiny-Cogswell
Clerk Deb Everett
Treasurer Nancy Culp
Trustee Grace Borgfjord
Trustee Dave Bushouse
Trustee James Grace
Trustee Scott McCormick

Also present was Township Attorney James Porter, Township Engineer Marc Elliott, Planning Director Jodi Stefforia, and 6 interested people.

Motion by Borgfjord, second by Culp to approve the April 13th regular meeting minutes as presented. Carried.

Income to the General and Fire Funds of \$33,639.19 and disbursements of \$109,155.76 were reported. Motion by James Grace, second by Borgfjord to accept the receipts and disbursements report. Carried.

CITIZENS COMMENTS

None

2010 ROAD MAINTENANCE PROJECTS – ADDITION

Supervisor Heiny-Cogswell advised the bid prices for the HMA road projects the Township had committed to for 2010 have come in under bid and noted previous discussion had included whether streets in the Greystone Plat should be included for chip seal work as it took the cumulative cost over budget. She further advised the Road Committee now feels it would be appropriate to include those streets; all projects combined will be over budget by approximately \$7,386.00 but adding Greystone maximizes the PAR funds from the Road Commission, the capital outlay line item will be used to cover the shortfall and it is likely the chip seal contracts will also be under bid.

Motion by James Grace, second by Culp to approve the addition of the Greystone Plat to the 2010 project list and approve an additional \$10,000 for road maintenance. Carried.

FIRE CODE ORDINANCE AMENDMENT

A recommendation from the Fire Chief to amend the Uniform Fire Code Ordinance to address evacuations in the event of a fire alarm was before the Board for Second Reading.

Motion by Culp, second by James Grace to adopt the ordinance amendment. Carried.

**INTERGOVERNMENTAL FIRE PROTECTION
HAZARDOUS MATERIALS INCIDENT RESPONSE AGREEMENT**

An agreement to participate in the Kalamazoo County Hazardous Materials Response Team which will assist local fire departments by providing a trained, equipped team of on-scene support for hazardous material incidents was before the Board. Supervisor Heiny-Cogswell noted Fire Chiefs throughout the county had spent many hours drafting the agreement.

Motion by Borgfjord, second by James Grace to approve the agreement as presented. Carried.

KALAMAZOO REGIONAL WATER & WASTEWATER AGREEMENT

As discussed at the previous board session, a resolution to amend and restate the Kalamazoo Regional Water & Wastewater Agreement was before the Board.

Motion by Culp, second by Everett to adopt the resolution approving the amendments to the agreement. Carried.

BOARD MEMBER COMMENTS

Clerk Everett reminded all to vote on May 4th.

Supervisor Heiny-Cogswell advised she has information regarding a program on bike trails.

Trustee Borgfjord commented she wished to thank Kohl's for donating 33 employees for 3 hours each on Earth Day and for the work they performed at Flesher Field; trimming, mulching, cleaning, and weeding and for the \$3,000 contribution to the Friends of the Parks initiative.

There was no further business and the meeting was adjourned at approximately 7:20 p.m.

DEBORAH L. EVERETT
Township Clerk

Attested: LIBBY HEINY-COSGWELL
Supervisor