

THE CHARTER TOWNSHIP OF OSHTEMO
Township Board Meeting
August 23, 2011

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 Dave Bushouse
Trustee James Grace
Trustee Lee Larson

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

Discussion – Board Meeting Protocol

Discussion was held regarding protocol and procedures for board meetings. Board members expressed they wish to encourage public input; some felt procedures should be more defined and structured to facilitate the meeting process. Other items discussed included if there is a topic of wide interest needing a more lengthy opportunity for public input and board discussion, those items might be handled at the already established “public comment” sessions while the structure for regular business should include a format of introduction of the agenda item with explanation, public comment, board discussion, then a call for a motion, and other ways to solicit public input could include community wide surveys, the Township newsletter, web page and press releases.

Other Business

Policy & Procedures Manual

Attorney Porter advised at Clerk Everett’s request he has reviewed the current Policies & Procedures Manual for updating; he noted several have been updated and now exist in other formats; dress code, inclement weather policy, and payroll procedures have been adopted as part of the Employee Handbook. He noted the policy for computer lists should be included in the Township’s FOIA policy, water and sewer mortgage agreement policies are provided for in fee resolutions, and paving road shoulders should be incorporated into the Road Policy.

Trustee James Grace commented he could not vote to adopt the resolution as he has not verified the policies are in the Employee Handbook. Trustee Bushouse concurred.

Motion by Larson, second by Everett to adopt the resolution. Roll call showed Larson-yes, Bushouse-no, Everett-yes, Culp-yes, James Grace-no, Heiny-Cogswell-no. Motion failed.

The public comment session was adjourned at approximately 7:00 p.m.

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 Dave Bushouse
Trustee James Grace
Trustee Lee Larson

Also present was Township Attorney James Porter, Township Engineer Marc Elliott, Fire Department Captain Chip Everett, and 7 interested people.

Motion by Culp, second by Larson to approve the August 9th regular meeting minutes. Carried.

Income to the General and Fire Funds of \$20,096.31 and disbursements of \$108,116.59 were reported. Motion by James Grace, second by Culp to accept the receipts and disbursements report. Carried.

CITIZENS COMMENTS

None.

OSHTEMO ROTARY PLEDGE OF SUPPORT FOR TOWNSHIP PARK

As first presented at the August 9th meeting, a pledge from the Oshtemo Rotary Club for a cash or in kind contribution of \$20,000 to be paid over a five year period to support the Township Park redevelopment plan was before the Board.

Justine Hertzell, 2482 Isle Harbor Court, commended the group for their community involvement noting she had attended Oshtemo Fun Day.

Board members thanked the Rotary Club for their ongoing support of the community.

Motion by Everett, second by James Grace to accept the pledge of support. Carried.

FIRE DEPARTMENT – REQUEST TO REPLACE POSITIVE PRESSURE FANS

A proposal to purchase four positive pressure ventilation blowers to replace 25 year old equipment that is no longer adequate, was before the Board. Capt. Chip Everett explained this is old technology that has been updated and proven in the field. He also noted there has been extensive training conducted throughout the county and at least two other departments will be joining in the group purchase of the equipment which will result in a lower cost for all entities; it was noted there will be a 21% savings resulting in a cost of \$2,080 per unit.

Motion by James Grace, second by Heiny-Cogswell to approve an expenditure not to exceed \$9,000 for the ventilation blowers. Carried.

US 131 PRELIMINARY ENGINEERING STUDY AGREEMENT

Supervisor Heiny-Cogswell presented a resolution to enter into an agreement with Kalamazoo Township, the City of Parchment and the Kalamazoo Area Transportation Study (KATS) to proceed with a preliminary engineering study of the US 131 Business Route Interchange. She noted the Township had in 2009 authorized \$5,000 toward this effort, which would be combined with the same amount from Kalamazoo Township and \$6,000 contributed by area businesses toward a match of Federal dollars earmarked for this project. She advised the City of Parchment will actually contract for the study since the Federal dollars must go through an Act 51 agency, which Townships are not.

There was concern from some board members that the Township not be liable for costs exceeding the initial contribution; it was noted the expected cost of the study will be approximately \$80,000, the bids will be reviewed and any cost above what the Township has already approved would return to the Board for consideration.

Motion by Heiny-Cogswell, second by Larson to approve the agreement. Carried.

BOARD MEMBER COMMENTS

Supervisor Heiny-Cogswell provided the following updates:

Preliminary discussions have been held with Texas Township, Kalamazoo Township and Comstock Township regarding possible collaboration for building inspection services.

The Township and Kalamazoo Public Library will purchase signs from MDOT for placement on M-43 indicating the location of the Library, Township Hall and Park, the cost to each entity will be \$575.00.

Study is underway by the Park Committee to evaluate the need for updating and refurbishing the Grange Hall and an informational meeting will be held on Wednesday, September 28th at 7:00 p.m. at the Grange Hall to receive comments and input from the public.

The Park Committee has set October 19th at 7:00 p.m. for the visioning session with the Oshtemo Historical Society as discussed with them at the July 12th Board meeting.

Trustee Bushouse thanked Attorney Porter for his informative monthly activity report, commented as a Rotarian, he thanks the Board for their support and commented he would encourage the discussion of the building inspection services include the inspectors.

Clerk Everett thanked the community for their support of two recent events noting the Oshtemo Sunburst 5K had 234 runners and walkers participate and while Oshtemo Fun Day was closed down half way through the day due to the impending severe weather, it was a success and planning is underway for next year.

There was no further business and the meeting was adjourned at approximately 7:55 p.m.

DEBORAH L. EVERETT
Township Clerk

Attested: LIBBY HEINY-COSGWELL
Supervisor