

THE CHARTER TOWNSHIP OF OSHTEMO
Township Board Meeting
September 13, 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 Lee Larson

Also present were Township Attorney James Porter, Township Engineer Marc Elliott, Fire Chief Mark Barnes, Planning Director Jodi Stefforia, Building Official Jerry Reitenour, and Assessor Cathy Harrell.

Discussion – 2012 Budget

The Board and Department Heads reviewed a draft of the 2012 budget. Next budget workshop will be September 27th at 5:00 p.m.

The Board work session adjourned at approximately 6:45 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 Lee Larson

Also present were Township Attorney James Porter, Township Engineer Marc Elliott, Planning Director Jodi Stefforia and 3 interested people.

Motion by Culp, second by Borgfjord to approve the August 23rd regular meeting and August 30th special meeting minutes. Carried.

Income to the General, Building, Fire, Sewer & Water Funds of \$43,626.37 and disbursements of \$441,839.43 were reported. Motion by Borgfjord, second by Larson to accept the receipts and disbursements report. Carried.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

None.

KCSD ACTIVITY REPORT

Sgt. Todd Meyers was present and provided information on recent activity in the Township. He noted there would continue to be extra manpower for "party patrols" on the weekends through the end of September.

ATTIC INSULATION – TOWNSHIP OFFICE

Supervisor Heiny-Cogswell advised an HVAC system evaluation at the Township Hall was performed to address daily temperature swings, elevated humidity in the summer months and seek opportunities to reduce utility bills. The report observed the attic batt insulation could use a covering of blown insulation and adding 4" to 12" of blown cellulose in the attic should be considered. She further advised four bids were received with the low bid from Sanderson Insulation in the amount of \$3,585.00 for 6 inches of additional blown cellulose and is recommended by Building Official Jerry Reitenour.

Motion by Borgfjord, second by Culp to accept the bid from Sanderson Insulation in the amount of \$3,585.00 for 6 inches of blown cellulose attic insulation. Carried.

**COMMITTEE CONSOLIDATION
ROAD COMMITTEE & SEWER/WATER COMMITTEE**

Supervisor Heiny-Cogswell presented a recommendation to combine the current Road Committee with the current Sewer/Water Committee to form a Capital Improvements Committee responsible for capital infrastructure improvements such as roads, water lines and sewer mains, citing the near completion of the Sanitary Sewer Strategic Plan and the implications of coordinating sewer installations with road maintenance to put public dollars to the most efficient use. She noted membership will consist of the existing members from each committee and they would meet monthly.

Motion by Everett, second by Borgfjord to approve combining the Road and Sewer/Water Committees into the Capital Improvements Committee. Carried.

PLANNING CONSULTANT – 9TH STREET SUB AREA PLAN

Planning Director Stefforia presented a request to contract with McKenna & Associates for work on the next sub area plan of the Master Land Use Plan, which is the North 9th Street area north and south of West Main. She noted funds are in the current budget with the cost not exceeding \$6,600.00.

Motion by Borgfjord, second by Everett to approve an expenditure not to exceed \$6,600.00 for work on the 9th Street Sub Area Plan by McKenna & Associates. Carried.

TOWNSHIP PARK CONSTRUCTION BIDS

Supervisor Heiny-Cogswell advised two bids were received for the Township Park improvement project; the Park Committee's recommendation is to accept the bid from Apex Contractors, Inc. of Dorr, MI. She noted the grant awarded the Township from Michigan Department of Natural Resources Trust Fund was for the items in Bid Package #1, new playground, new pavilion, new restroom building, refurbish of existing pavilion, paved walking path, existing trail improvements and parking lot additional parking. She further advised an additional grant application had been made for the overlook deck and tennis courts and these items were bid in a separate bid package but the contractors bid combined with the match originally approved by the Board would allow both packages to be completed this year; outside the bid packages was pricing for an asphalt path to the library and milling and paving of the existing parking lot. She also noted it had come to her attention after the bid was reviewed, the contract document did not include the replacement roof for the existing pavilion, but an estimate for that would be an additional \$16,500, in summary, the grant already awarded in the amount of \$489,000 and the Township previously approved match of \$171,800 would fund the entire project scope items from bid package 1 and bid package 2, excepting the library path portion outside the easement, and if the expanded scope is approved by the State MDNRTF grants management, the second grant application would be withdrawn.

Dan Holmes, 10848 West Main, commented he thought the metal roof could be accomplished at a lower cost than estimated, he is retired from Morton Buildings, who built the original pavilion and he would be willing to assist in seeking other bids.

Motion by Everett, second by Borgfjord to accept the bid from Apex Contractors, Inc., negotiating with them and/or seek other quotes or bids for the replacement metal roof and parking lot milling and paving, with the Township expenditure not to exceed \$171,800. Carried.

UPDATE POLICIES & PROCEDURES MANUAL

Attorney Porter advised at Clerk Everett's request he reviewed the current Policies & Procedures Manual for updating; he noted several have been updated and/or superseded and now exist in other formats, i.e., the Employee Handbook or other adopted policies.

Motion by Everett, second by Culp to adopt the resolution to rescind outdated or superseded policies. Roll call showed Borgfjord-yes, Culp-yes, Everett-yes, Bushouse-yes, Larson-yes, Heiny-Cogswell-yes.

OTHER BUSINESS

The Board set October 6th from 4:00 p.m. to 6:00 p.m. for trustee applicant interviews; applicants interviewed during the process to fill the vacancy earlier this year will not be re-interviewed.

Attorney Porter commented the recent Court of Appeals decision regarding medical marihuana affirms the action taken by the Township Board.

He also advised the Township's brief regarding truck route ordinance litigation has been submitted to the Court of Appeals.

Supervisor Heiny-Cogswell reminded all of the following upcoming meetings:

Joint Township Board, Planning Commission, Zoning Board of Appeals meeting will be held on Tuesday, September 20th at 6:00 p.m.

Public input meeting regarding the future use/renovation of the Grange Hall will be held on September 28th at 7:00 p.m. at the Grange Hall.

A groundbreaking for the new development at the Township Park will be held on September 30th at 10:00 a.m.

BOARD MEMBER COMMENTS

Supervisor Heiny-Cogswell advised Township resident Mike Horvath, an Eagle Scout project contributor to the Township Park, now in the Marines has been deployed to Afghanistan.

She also advised a group of volunteers including Friends of the Parks members and employees from Landscape Forms will assemble donated park benches on September 30th.

Trustee Borgfjord commented the 2nd Annual Oshtemo Sunburst 5K held on August 13th raised approximately \$7,500 for the Township Parks; she thanked all the participants and Consumers Credit Union for partnering with the Township for this effort.

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

DEBORAH L. EVERETT
Township Clerk

Attested: LIBBY HEINY-COGSWELL
Supervisor