

THE CHARTER TOWNSHIP OF OSHTEMO  
Township Work Session  
March 14, 2017

The Oshtemo Township Board work session was held at the Township Hall. Supervisor Heiny-Cogswell called the work session to order at 6:00 p.m.

**PRESENT:**

Supervisor Libby Heiny-Cogswell  
Clerk Dusty Farmer  
Trustee Deb Everett  
Trustee Zak Ford  
Trustee Dave Bushouse  
Trustee Ken Hudok

**ABSENT:**

Treasurer Nancy Culp

Also present were Township Attorney James Porter, Public Works Director Marc Elliott, Parks Director Karen High, Captain Jim Vandyken, County Commissioner Julie Rogers, and 2 interested individuals.

**Public Comment**

No public comment

**Update from Kalamazoo County**

County Commission: Julie Rogers shared the two appointments to the Road Commission of Kalamazoo County, Dave Pawloski and Larry Stehouwer. She also discussed the benefits of a County ID and expects a formal report from the County Commission on March 21. She discussed her representation of Kalamazoo County for NACo, advocating for continuation of funding, specifically for interest-free municipal bonds and Medicaid. County strategic planning will be March 24 and 25, and she welcomes our input.

Sheriff's Department: Captain Jim Vandyken presented the Oshtemo Police Report for February 2017.

**Discussion on Parks**

Drake Road/KL Ave Area Recreation Study: Parks Director Karen High facilitated a discussion regarding park development in densely populated areas of the Township. She presented a draft timeline of how the Township can move forward with acquiring and developing land with the use of grant dollars.

Long Range Maintenance Planning: Karen High also provided the Board with a draft 15 Year Long Term Capital Maintenance Forecast for each facility/property currently owned and maintained by the Township.

Property Sale Revenue: Supervisor Heiny-Cogswell reported that the Township has not heard back from the Department of Environmental Quality and will table the discussion until that happens.

Supervisor Heiny-Cogswell adjourned the meeting at approximately 5:55 p.m.

REGULAR MEETING  
7:00 p.m.

The Oshtemo Township Board regular meeting was held at the Township Hall. Supervisor Heiny-Cogswell called the meeting to order at 7:00 p.m.

**PRESENT:**

Supervisor Libby Heiny-Cogswell

Clerk Dusty Farmer

Trustee Deb Everett

Trustee Zak Ford

Trustee Dave Bushouse

Trustee Ken Hudok

**ABSENT**

Treasurer Nancy Culp

Also present were Township Attorney James Porter, Public Works Director Marc Elliott, Parks Director Karen High, Captain Jim Vandyken, Fire Marshal Jim Wiley, and 3 interested individuals.

**Citizen Comments on Non-Agenda Items**

There was no public comment

**Consent Agenda**

- a. Approve Minutes –Meeting February 28<sup>th</sup>, 2017 and Amend Approved Minutes for Regular Meeting February 14<sup>th</sup>, 2017
- b. Receipts & Disbursements Report
- c. Paw Paw Mutual Aid Request
- d. Board/Committee Changes

Motion by Ford, second by Everett to approve the consent agenda as presented.

**Consideration of Township Parks**

1. Public Hearing: Michigan Department of Natural Resources Trust Fund Grant Application

No public comment.

Motion by Everett, second by Farmer to adopt a resolution authorizing the submission of application to the Michigan Department of Natural Resources for Drake Farmstead Park and to match without donated funds, recognizing this would require \$58,500 for the match in the 2018 budget. Roll call vote. Adopted 6-0.

2. Public Hearing: Michigan Department of Natural Resources Recreation Passport Grant Application

No public comment.

Motion by Heiny-Cogswell, second by Ford to adopt a resolution authorizing the submission of application to the Michigan Department of Natural Resources for the Drake Farmstead Park multi-purpose building, with matching funds to come from the Drake Farmstead Capital Campaign. Roll call vote. Adopted 6-0.

3. Grange Hall 2017 Renovation – Award of Construction Contract.  
Parks Director Karen High explained the renovations to the Grange Hall, including barrier-free access. 3 bids were received, and the low bidder was Building Restoration Inc. at \$344,000 plus a 5% contingency, totaling \$361,200. This total does not include the bid alternate to include a barrier-free bathroom on the top floor. The Board discussed adding the restroom now, and increasing the contingency to 10%. Consensus was to move forward with the work now so that the property is improved for use as an election polling location and improved rental facility.

No public comment.

Motion by Bushouse, second by Everett to accept the bid from Building Restoration Inc. and include the upstairs bathroom and a 10% contingency for the amounts discussed (\$396,044, which includes a 10% contingency and a General Fund transfer to amend the budget and increase the Parks Capital Outlay/improvements by \$75,050). Motion carried 6-0.

#### **Discussion on 2017 Community Survey Vendor and Topics**

Trustee Deb Everett updated the Board about the 2017 community survey and the decision to continue using the same consultant that was used in 2013, Cobalt Community Research. The Township has again partnered with Comstock, Kalamazoo, and Texas Townships to save on the cost of conducting the survey, which will be sent to 1,500 random constituents in each township, and be available online for residents to fill out, at the beginning of June. This cost was included in the budget for 2017.

Motion by Farmer, second by Hudok to authorize the Supervisor to enter an agreement with Cobalt Community Research, not to exceed the amount in the 2017 Budget. Motion carried 6-0.

#### **Discussion on 2017 KL Ave Sanitary Sewer Extension Project**

Public Works Director Marc Elliott presented the Estimate of Probable Cost from Prein & Newhof for the KL Avenue sanitary sewer project. The Board is asked to consider proceeding to bid the proposed 2017 budget for the KL Avenue sewer in two parts, a base bid of the project extension to 8<sup>th</sup> St., and an alternate (discretionary) part to extend the project south in to 8<sup>th</sup> St. an additional 700 ft.

Motion by Bushouse, second by Ford to move forward with the bidding process. Motion carried 6-0.

#### **Other Township Business**

Supervisor Heiny-Cogswell discussed scheduling IT Committee meetings, and noted that they will be posted as Special Meetings for the public to attend.

**Request to Enter Closed Session**

Request to Enter Closed Session to Discuss Written Opinion of Legal Counsel Regarding Water and Wastewater Contracts with the City of Kalamazoo.

Motion by Heiny-Cogswell, second by Ford, to adopt a resolution to enter closed session to discuss Water and Wastewater Legal Opinion. Roll call vote. Adopted 6-0.

Motion by Everett, second by Ford, to leave closed session.

The Supervisor adjourned the meeting at approximately 9:22 p.m.

Dusty Farmer  
Township Clerk

Attested: Elizabeth Heiny-Cogswell  
Supervisor